

# APPROVED

OCT 06 2021

## BOARD OF RECREATION AND PARK COMMISSIONERS

### BOARD REPORT

NO. 21-157

DATE October 06, 2021

C.D. All

### BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10592 – SECTION 1E  
(SUBSTITUTE POSITIONS)

AP Diaz	<u>                    </u>	M. Rudnick	<u>                    </u>
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General Manager

Approved     X                          Disapproved                                           Withdrawn                     

### RECOMMENDATION

Amend Personnel Resolution No. 10592 effective immediately as follows:

#### Section 1E – Substitute Positions

#### ADD

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>	<u>MOU</u>
3	9167-1	Senior Personnel Analyst I – Human Resources	00
1	9237	Superintendent of Planning and Construction – PMC Branch	36

#### DELETE

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>	<u>MOU</u>
1	9489-D	Principal Civil Engineer/Project Manager III – PMC Branch	36

### SUMMARY

The Department of Recreation and Parks (RAP) is engaged in a major effort to bring on as many new full-time employees as possible this fiscal year and has reached an agreement with the Personnel Department to facilitate that effort. RAP intends to bring on three (3) retired employees in the classification of Senior Personnel Analyst I, Code 9167-1, and assign them to work up to 120 days in the Personnel Department this fiscal year and process new full-time RAP employees onto the payroll. Two (2) of these employees would temporarily work in the Personnel Department’s Classification Division and the other employee would temporarily work in the Personnel Department’s Examining Division. RAP staff is recommending the Board of Recreation and Park Commissioners (Board) amend the Personnel Resolution accordingly so

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this can be accomplished. Upon the Board's approval, RAP staff will seek approval from the Mayor's Office to employ three (3) retired employees in the Senior Personnel Analyst I class pursuant to Charter Section 1164(b).

The Board established a Superintendent of Planning and Construction, Code 9237, position in RAP in substitute authority on August 21, 2019 (Report No. 19-169). This position should have been included in the Personnel Resolution adopted by the Board at its meeting held on June 17, 2021 (Report No. 21-108). RAP staff is recommending a technical correction to the Personnel Resolution in order to correct this oversight.

The Board established a position of Principal Civil Engineer/Project Manager III, Code 9489-D, in RAP in substitute authority on September 20, 2017 (Report No. 17-197). This position has been vacant for two (2) years, is no longer used by the Planning, Maintenance and Construction (PMC) Branch, and RAP staff is recommending the position be deleted.

This Report has been reviewed by staff of the Office of the City Administrative Officer.

### FISCAL IMPACT

RAP will hold budgeted positions vacant to generate the savings needed to cover the salaries of three (3) Senior Personnel Analysts for as many as 120 days this fiscal year. The top annual salary of a Senior Personnel Analyst I according to "City Pay" is currently One Hundred Thirty-Three Thousand, Four Hundred Twenty-Three Dollars and Twenty Cents (\$133,423.20).

RAP will continue to hold a budgeted position of Senior Civil Engineer/Project Manager III, Code 9485-D, vacant to generate the savings needed to cover the salary of the Superintendent of Planning and Construction. The top annual salary of a Superintendent of Planning and Construction according to "City Pay" is currently One Hundred Ninety Thousand, Two Hundred Seventy-Nine Dollars and Forty-Four Cents (\$190,279.44). The top annual salary of a Senior Civil Engineer/Project Manager III according to "City Pay" is currently One Hundred Ninety-Nine Thousand, Five Hundred Fifty Dollars and Sixteen Cents (\$199,550.16).

This Report was prepared by Harold T. Fujita, Director, Human Resources Division.