

# APPROVED

APR 21 2022  
BOARD OF RECREATION  
AND PARK COMMISSIONERS

BOARD REPORT

NO. 22-080

DATE April 21, 2022

C.D. All

## BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10592 – SECTION 1E (SUBSTITUTE POSITIONS) and SECTION 1H (OTHER SPECIAL FUNDED POSITIONS)

AP Diaz \_\_\_\_\_ M. Rudnick \_\_\_\_\_  
\*H. Fujita HF C. Santo Domingo \_\_\_\_\_  
J. Kim \_\_\_\_\_ N. Williams \_\_\_\_\_

  
\_\_\_\_\_  
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Approved X Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_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>
1	1714-2	Personnel Director II – Human Resources

### Section 1H – Other Special Funded Positions

#### ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	9182	Chief Management Analyst – Finance – Measure A/Prop68/CDBG
2	1537	Project Coordinator (1) Finance – CA Grant for All (1) Finance – Nike Grant

#### DELETE

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
3	1537	Project Coordinator – Finance – Measure A and Prop 68
1	1538	Senior Project Coordinator – Finance – Measure A and Prop 68

BOARD REPORT

PG. 2 NO. 22-080

SUMMARY

The pandemic highlighted the complexity of the Department of Recreation and Parks' (RAP's) human resource operation and the need for another level of management within the Human Resources Division. Staff recommends the Board of Recreation and Park Commissioners (Board) establish a position of Personnel Director II, Code 1714-2, in substitute authority.

Management has requested a position of Chief Management Analyst, Code 9182, be established to administer RAP's Grants Accounting Unit. Staff recommends the Board establish a position of Chief Management Analyst, Code 9182, in special funded authority.

When the Board approved the Fiscal Year 2021-22 Personnel Resolution on June 17, 2021, it included four (4) positions of Project Coordinator, Code 1537, and four (4) positions of Senior Project Coordinator, Code 1538 (Board Report No. 21-108). The funding source for all those positions at the time was Measure A and Prop 68. The funding source and RAP's needs have since changed with regard to some of the positions. The changes being recommended by staff with regard to these two (2) classifications will result in a net authority to employ Project Coordinators and Senior Project Coordinators as follows:

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
3	1537	Project Coordinator (1) Finance – CA Grant for All (1) Finance – Measure A and Prop 68 (1) Finance – Nike Grant
3	1538	Senior Project Coordinator – Finance – Measure A and Prop 68

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

FISCAL IMPACT

The top annual salary of a Personnel Director II according to "City Pay" is currently One Hundred Eighty-Three Thousand, Eight Hundred Ninety Dollars and Sixteen Cents (\$183,890.16). The cost of this position will be largely covered by the salary savings generated by holding a regular position of confidential Senior Personnel Analyst II, Code 9167-T, vacant. The top annual salary of a confidential Senior Personnel Analyst II according to "City Pay" is currently One Hundred Sixty-Five Thousand, Two Hundred Two Dollars and Fifty-Six Cents (\$165,202.56).

The top annual salary of a Chief Management Analyst 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 Project Coordinator according to "City Pay" is currently One Hundred One Thousand, Five Hundred Sixty Dollars and Thirty-Two Cents (\$101,560.32). The top

BOARD REPORT

PG. 3 NO. 22-080

annual salary of a Senior Project Coordinator according to “City Pay” is currently One Hundred Twenty Thousand, Six Hundred Twenty-Three Dollars and Seventy-Six Cents (\$120,623.76).

Approval of this Board Report will have very little fiscal impact on RAP’s General Fund inasmuch as the direct cost of the positions that staff is recommending be established will be paid for from special funds or through salary savings.

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