

APPROVED

Sept 15 2022

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 22-230

DATE September 15, 2022

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10613 – SECTION 1F (IN-LIEU POSITIONS)

M. Rudnick	<u> </u>	B. Jackson	<u> </u>
AP Diaz	<u> </u>	C. Santo Domingo	<u> </u>
*H. Fujita	<u><i>HF</i></u>	N. Williams	<u> </u>

General Manager

Approved X Disapproved Withdrawn

RECOMMENDATION

Amend Personnel Resolution No. 10613 effective immediately as follows:

Section 1F – In-Lieu Positions

ADD

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
2	1742	Human Resources Assistant – Human Resources Division

SUMMARY

The Department of Recreation and Parks (RAP) has experienced significant recruitment challenges filling analyst positions in the Human Resources Division (HR) and management has requested the Board of Recreation and Park Commissioners provide it with the flexibility to hire individuals in the classification of Human Resources Assistant (Code 1742) on an in-lieu basis.

Graduation from an accredited four-year college or university and 18 months of full-time paid professional experience performing duties in human resources administration are the minimum requirements for the Human Resources Assistant classification established by the Board of Civil Service Commissioners. Incumbents in the class of Human Resources Assistant receive on-the-job training and work experience on the City’s human resource practices in order to prepare for career advancement. The Personnel Department has indicated the Human Resources Assistant classification may be used in-lieu of the classifications of Management Analyst (Code 9184), Personnel Analyst, (Code 1731), and/or Senior Personnel Analyst, Code 9167.

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FISCAL IMPACT

The top annual salary of a Human Resources Assistant according to "City Pay" is currently Ninety-Three Thousand, Eight Hundred Fifty-Five Dollars and Sixty Cents (\$93,855.60)

Approval of this Report will not have a negative fiscal impact on RAP's General Fund inasmuch as Human Resources Assistants will only be hired in lieu of vacant HR positions having higher salaries than that of Human Resources Assistant.

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