

REPORT OF GENERAL MANAGER

NO. 05-286

DATE October 19, 2005

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10122 – SECTION 1A (REGULAR POSITIONS) AND SECTION 1D (SUBSTITUTE POSITIONS)

J. Combs	___	*H. Fujita	<u> </u>
S. Huntley	___	B. Jensen	<u> </u>
J. Kolb	___	F. Mok	___
K. Regan	___	M. Shull	___

Robert H. Jensen (fa)

 General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10122 effective immediately as follows:

Section 1A – Regular Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1117-3	Executive Administrative Asst. III	37
4	1117-2	Executive Administrative Asst. II	37
5	1368	Senior Clerk Typist	03

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1358	Clerk Typist	03
1	5853	Electric Pumping Plant Operator	09
1	1117-3	Executive Secretary III	37
3	1117-2	Executive Secretary II	37
1	3141	Gardener Caretaker	04
1	2434	Recreation Facility Director	11
2	1116	Secretary	03

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Section 1D – Substitute Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification and Location</u>
1	7933-3	Landscape Architectural Associate III – Advance Planning

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification and Location</u>
1	9171-1	Senior Management Analyst I – Golf Operations
1	1596-2	Systems Analyst II – Griffith/Metro Computer Ops

SUMMARY:

Section 1A – Regular Positions

The additions and deletions to this section result from a change in the class title of Executive Secretary to Executive Administrative Assistant, a decision by the Personnel Department as to the appropriate classifications to which specified clerical duties should be allocated, and a recent exercise by executive management that identified the need for both higher-level and additional clerical support throughout the Department. Management has elected to give up a few non-clerical positions to gain additional clerical positions, not because the non-clerical positions are considered non-essential or expendable, but because the need to work toward attaining the level of clerical support necessary for the effective administration of the Department was deemed even more critical.

Section 1D – Substitute Positions

Four (4) regular authority positions dedicated to Advance Planning that were transferred to the Department of Public Works, Bureau of Engineering (BOE), in Fiscal Year 04-05 have been returned to our Department. Included in the four positions, are two (2) positions of Landscape Architectural Associate III. One (1) of these two positions is occupied by an employee who will be on an unpaid leave for the remainder of this Fiscal Year and the possibility exists that this employee may not return to work at all. Creating a Landscape Architectural Associate III position in substitute authority so that the position can be used as a “hold” for the employee who is on extended leave will permit the Department to fill all four Advance Planning positions in which staff are direly needed.

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The position of Senior Management Analyst I in Golf Operations can now be eliminated as most of the duties of this position have been incorporated into the Financial Analyst II position that was added to Section 1F (Special Funded Positions) in August 2005.

The Systems Analyst II position is being deleted as part of an ongoing effort on the part of staff to reduce those substitute authority positions for which a source of funding has not been identified.

FISCAL IMPACT STATEMENT:

Section 1A – Regular Positions

The annual cost of the ten (10) positions being added (approximately \$531,500) is more than covered by the annual cost of the ten (10) positions being deleted (approximately \$535,509). As a result, there will be no negative impact to the Department's regular budget.

Section 1D – Substitute Positions

The addition of a Landscape Architectural Associate III position will have no impact on this Fiscal Year's budget as the position will be filled with an employee who will be on an unpaid leave for the remainder of the Fiscal Year.

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

Prepared by James Schiffhauer, Senior Personnel Analyst I, Human Resources Division