REPORT OF GENERAL MANAGER

DATE January 5, 2005

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10075 –SECTION 1E SPECIAL FUNDED POSITIONS

K. Chan  J. Combs
*H. Fujita    J. Kolb
F. Mok      G. Stigile

[Signature]
General Manager

Approved Disapproved Withdrawn

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10075 effective immediately as follows:

Section 1E – Special Funded Positions

Add

<table>
<thead>
<tr>
<th>No.</th>
<th>Code</th>
<th>Classification &amp; Location</th>
<th>MOU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>9184-2</td>
<td>Management Analyst II – Summer Food Service Program</td>
<td>1</td>
</tr>
</tbody>
</table>

Delete

<table>
<thead>
<tr>
<th>No.</th>
<th>Code</th>
<th>Classification</th>
<th>MOU</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1542</td>
<td>Project Assistant</td>
<td>1</td>
</tr>
</tbody>
</table>

SUMMARY:

The change to Section 1E – Special Funded Positions is recommended to address the Personnel Department’s determination that the duties and responsibilities of one Project Assistant more accurately reflect those of a Management Analyst II. Historically, the Project Assistant position has been filled by a Management Analyst, but has been overlooked in the Personnel Resolution. The Management Analyst II oversees the Summer Food Service Program, supervises staff, monitors sites,
prepares annual subsidy applications, and oversees the program budget. The additional annual salary cost of $20,859 is covered by federal grant.

This Board Report has been reviewed and approved by staff of the City Administrative Office.

Prepared by Julie Cuttrell