

TO: Personnel Board  
FROM: Victoria Larson, Human Resources  
DATE: February 26, 2020  
SUBJECT: Parks Program Coordinator

At the request of Parks Superintendent Eric Knepp, Assistant Parks Superintendent Lisa Laschinger, and Warner Park Facility Manager Terrence Thompson, I have studied the need to create a new classification of Parks Program Coordinator, which I am recommending to be classified in (CG 18, Range 4.) This is a new position created through the 2020 budgeting process and will be filled through a competitive process.

Currently, T. Thompson, who was hired in 2017, manages the staff and volunteers of the Warner Park Community Recreation Center (WPCRC). Through his role, T. Thompson regularly connected with Warner Park participants and the surrounding community in order to assess what services WPCRC should provide. Through these conversations, T. Thompson determined there was a gap in recreational opportunities for teens in the north side and that WPCRC could provide services to help fill this gap. In 2018, T. Thompson received approval to change the fee structure and schedule at the center to make the WPCRC more accessible for teens. Specifically, T. Thompson has worked to improve Teen and Family fun nights and developed open gym times. These types of teen programs continue to grow. With the exception of an hourly gym attendant hired in 2019, additional staff has not been added to support this type of growth.

Through the 2020 budget process, Mayor Rhodes-Conway saw the community need and determined all users of the WPCRC, particularly teens, need to have access to equitable and meaningful programming and that the WPCRC should continue to strengthen connections between the entire community, community partners and the City of Madison through public engagement and collaboration. To meet these goals, it was determined that WPCRC needed additional staffing. Parks leadership, with support of the Mayor's Office, determined that the creation of a program coordinator would best fill this need. In conversations with T. Thompson and L. Laschinger, they discussed the need to have a position dedicated to multigenerational programming with a specific focus on teen programming. T. Thompson stated that the creation of this position would allow for more comprehensive programming, better collaboration with community partners, and the development of a teen leadership program. He also discussed the need for assistance with administrative and leadership tasks resulting from increased programming and facility usage. It was determined that this position will need to participate in grant writing in order to secure funding for programming, work to develop program budgets, and collect data needed to aid in funding decisions and program evaluation. T. Thompson also discussed leadership needs. Currently, there is not a manager on duty to assist with conflict resolution or oversee staff in T. Thompson's absence. To help fill this gap, the new position will assist with the hiring, evaluation, training, coaching, and discipline of WPCRC staff and will serve as the acting Facility Manger in the Facility Manager's absence.

Because this is a new position within Parks doing work not performed by other people in the Division, I also reviewed comparable positions within the City's current classification structure. During my review, I found that this position is most comparable to the Senior Center Program Coordinator and Library Program Coordinator, both in CG 18, Range 4. These positions are designed to develop, promote, coordinate, implement, manage, and evaluate specific programs, related to their respective area of focus. The Senior Center Program Coordinator and the Parks Program Coordinator are also designed to have budgetary responsibility over their programming and are expected to develop methods to generate

revenue. In addition, these classifications are expected to develop and maintain community relationships and collaborate with other community-based agencies. Because of these similarities, I find that an appropriate title for the proposed classification is Parks Program Coordinator, and based on the analysis above, I recommend that the classification of Parks Program Coordinator be created and placed in CG18, Range 4. Finally, I recommend that new position #4802, created in the 2020 budget, be recreated as a Parks Program Coordinator in CG18, R04. The necessary resolution to implement this recommendation has been drafted.

Editor’s Note:

Compensation Group/Range	2020 Annual Minimum (Step 1)	2020 Annual Maximum (Step 5)	2020 Annual Maximum (+12% Longevity)
18/4	\$57,223.14	\$65,988.26	\$73,906.85

Cc: Eric Knepp – Parks Superintendent  
 Lisa Laschinger – Assistant Parks Superintendent  
 Terrence Thompson-Warner Park Facility Manager