

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: January 21, 2011

SUBJECT: Program Assistant 2-Housing (Assistant Site Manager) Supplement

The Personnel Board requested additional information regarding the proposed placement of the new position of Program Assistant 2 in Housing in Compensation Group 17. First, it wasn't made clear in the previous memo, but the Triangle site has employees or contractors on site generally from 7 a.m. until around 6 p.m. or later. There are three permanent maintenance/custodial employees and hourly employees, as well as contractors. It is the intent that the Site Manager and the Program Assistant 2 work staggered shifts to provide coverage from 7 a.m. until 6 p.m. So there will be a significant amount of time, at least 3 hours a day, in addition to coverage while the site manager is sick, on vacation, or is otherwise not at the worksite which was mentioned in the previous memo, where the Program Assistant 2 will be the only supervisor on site, with responsibility for overseeing the permanent maintenance employees and hourly staff, as well as contractors. Again, this employee will need the authority to direct staff to correct deficiencies in work and to address any deficiencies through a disciplinary process.

In looking at the numbers, the PA2/Assistant Site Manager will spend almost 50% of his/her time as the only supervisor on the jobsite. There are approximately 260 work days in a year, and the PA2 will probably be on vacation, holidays or other leave for approximately 28 of those days, that leaves 232 working days for the PA2. Since the PA2 is the only supervisor on site for at least 3 hours a day, this works out to 696 hours where the PA2 is the only supervisor on site. In addition, there are roughly 4 to 5 weeks when the Site Manager will be using sick, vacation, floats, training, or an additional 200 hours. This is a total of 896 hours where the PA2 is the only supervisor on site. This doesn't include times when the Site Manager is downtown or at other sites for meetings with the Division Head or other managers. The PA2 gets paid for 2080 hours in the work year. Subtracting out vacation, sick, holidays, etc. leaves 1852 actual hours worked by the PA2. So for 48% of the time (896/1852), the PA2 will be the only supervisor on-site.

During the week of January 18, 2011, a consultant from HUD was meeting with Housing Division staff. Without knowing the intent of creating a Program Assistant 2 to serve as an Assistant Site Manager, the consultant recommended additional management personnel at the housing sites because HUD regulations are creating more reporting and budgetary responsibilities for the Housing Site Managers, leaving the Site Manager with less time to engage in supervisory responsibilities. It was discussed whether some of these tasks could be assigned to the PA2. However, many of the reporting/budgetary tasks are directly related to funding that the housing division receives so it is imperative that the Manager be involved in these tasks. The PA2/Assistant Site Manager will assist the Site Manager with some of the new tasks but needs to be able to take up the additional supervisory responsibility that results from the Manager's engagement in the additional tasks. This makes placement in CG17 appropriate for the new position.

Regarding other positions in the City, there are currently 10 Program Assistants 2 and 3 Program Assistants 3. Of the 10 PA2s, 6 are in CG17 because they either have supervisory responsibility or serve as a confidential administrative staff in a department. All 3 Program Assistants 3 are in CG17 because of supervisory responsibility. There are 4 PA2s that are represented. Two of those positions are in the Parks Division. One does not have supervisory responsibility and one serves as a leadworker over other clerical staff, but there is a higher-level supervisor who handles disciplinary issues. However, there isn't a time-sensitive issue regarding discipline that makes it necessary for the PA2 to handle discipline. A third represented PA2 works at the Senior Center, part of the Community Development Division, and does not have a staff to supervise. The fourth represented PA2 also works in Community Development Division, but a different position of Administrative Assistant is already designated in CG17 as the confidential/supervisory administrative position so there is no need to have another. It is interesting to note that there are 11 Program Assistants 1 in the City and only 1 is placed out of Local 60. It is clear that the City is careful with the supervisory/confidential designation, reserving such designation for those positions truly engaging in that type of work.

cc: Natalie Erdman-CDA Executive Director
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