

TO: Personnel Board

FROM: Michael Lipski, Human Resources

DATE: November 13, 2009

SUBJECT: Recreation Services Supervisor-Parks Division

In June, 2009, Recreation Services Supervisor Fritz Kroncke retired. Mr. Kroncke was responsible for overseeing the Recreation Services area of the Parks Division, including the boat launch/storage program, the beach/lifeguards, the seasonal rangers, and the kiosk vending program. Mr. Kroncke reported to Community Services Manager Steve Doniger. Upon Mr. Kroncke's retirement, Mr. Doniger evaluated the operations of the Parks Division and has determined that modifications to the Recreation Services Supervisor position are necessary for the efficient operations of the Parks Division. Mr. Doniger submitted a position description (attached) with outlined duties and responsibilities. After reviewing the position description, I conclude that this position remains appropriately classified within CG 18, Range 08, but should be retitled Recreation Services Coordinator, reflective of the changed focus of the position.

The Recreation Services Supervisor, as described above, had various responsibilities within the Parks Division. In reviewing the class specification for that position (see attached), last updated in 1995, a number of duties and responsibilities are no longer associated with the position. For instance, the class spec described responsibility for ice arenas and concessions. However, the Parks Division sold the indoor ice arenas years ago and has limited concessions now. Responsibility for the beach lifeguards was also transitioned to the Parks Facilities Manager position following Mr. Kroncke's retirement as that position already had responsibility for the pool and associated lifeguards. In addition, the Parks Financial and Administrative Manager now has responsibility for the financial aspects of Recreation Services.

In reviewing the operations of the Parks Division, Mr. Doniger concluded that a position is needed to assist with the coordination of major Parks Division events, such as Ride the Drive, Parks community nights, the junior triathlon, and other Parks activities. In addition, the Parks Division needs someone to focus on volunteer opportunities within the Parks Division. The volunteer coordination is currently in the class specification for the Parks Community Relations Coordinator (CG18, Range 07), but due to increased promotions/marketing needs for the Parks Division, that position is no longer able to handle the volunteer responsibility. (The Parks Community Relations Coordinator position will be submitted to HR in 2010 for a study to ensure it remains appropriately classified with the change in duties.) Because a number of duties in the old Recreation Services Supervisor class specification are no longer a part of the position, Mr. Doniger concluded that this position could absorb responsibility for these new duties. The updated position description for the Recreation Services Supervisor still shows responsibility for the boat launch, kiosk vending program, winter activities such as ice skating at community outdoor rinks and cross country ski rentals, and the rangers. However, the updated position description includes added responsibility for event coordination (41% of the time) and volunteer coordination (25% of the time).

After reviewing the position description, I conclude that it is appropriate for this position to take on the new duties and responsibilities. I also studied the position to ensure that the salary range remains appropriate with the change in duties and responsibilities. Within Range 8 of CG 18 is the Overture Center Promotions Supervisor. This position has responsibility for overseeing the marketing, public relations, and customer service areas of the Overture Center. In addition, an obsolete classification of Mall/Concourse and Events Coordinator was also classified in Range 8. This Parks position was responsible for "...oversight and coordination of a wide variety of promotional, programmatic, enforcement, and review and approval activities relating to the Mall/Concourse District..." Specific duties included promoting activities, incorporating entertainment into events, coordinating the provision of free concerts, and other duties. Finally, the volunteer responsibility is being removed from an 18-07 position, and the volunteer work is part of the reason that position was classified at that range. Because of this, and the continued responsibility for supervising the recreation activities, I conclude that this position remains appropriately classified in CG18, Range 08. However, because this position is being called upon to take on a greater role in developing and coordinating major Parks Division events, I recommend retitling the position to Recreation Services Coordinator, reflective of this changed focus.

We have prepared the necessary Ordinance and resolution to implement this recommendation.

Editor's Note:

Compensation Group/Range	2009 Annual Minimum (Step 1)	2009 Annual Maximum (Step 5)	2009 Annual Maximum +12% longevity
18/08	\$52,309	\$62,073	\$69,524

cc: Kevin Briski-Parks Division Superintendent
 Steven Doniger-Parks Community Services Manager