

TO: Personnel Board

FROM: Michael Lipski  
HR Services Manager

DATE: August 19, 2013

SUBJECT: Parks Facility Manager

At the request of Parks Superintendent Kevin Briski, I have reviewed the vacant classification of Parks Facility Manager. In 2009, this classification was created as the result of the incumbent, then classified as Warner Park Facility Manager (CG18-R10), taking on supervisory and managerial responsibility for the Goodman Pool. The new classification was placed in CG18, Range 11 to reflect this new, discrete area of responsibility, and the incumbent was reallocated to the new position. With the recent departure of the incumbent, Mr. Briski has determined that having pool management combined with the management of the Warner Park facility is not the most efficient structure and has changed the position back to just overseeing the Warner facility. However, HR has been requested to review and determine the appropriate salary range for this position, notwithstanding its former placement in Range 10. After reviewing the updated position description, discussing with Mr. Briski, and reviewing other similar positions within Parks and the City, I recommend that the Park Facility Manager classification be deleted and the Warner Park Facility Manager classification be recreated in CG18, Range 8, with the underlying position recreated as a Warner Park Facility Manager for the reasons discussed in this memo.

The Warner Park Facility Manager will be performing essentially the same work as the prior classification, in that the position will be responsible for

...planning, organizing, directing and controlling the overall operations, programs, service delivery, and staff of the Warner Park Community Recreation Center (WPCRC). The work involves developing and implementing Center policies and procedures; serving as a link to the community, the Warner Park Community Recreation Center Advisory Board, the Parks Division, and related tenant organizations. Work also involves overseeing and performing budgeting, marketing, data collection, and reporting functions for the Center. Work is performed under the general direction of the Parks Community Services Manager, with review through conferences, reports, and periodic evaluation of results for compliance with established goals and objectives.

The incumbent will be responsible for the WPCRC facility and programming. In addition, not reflected in the old class specification, the position will continue to oversee the Warner Park Circle of Friends non-profit 501 group.

Although this classification was formerly placed in CG18, Range 10, upon further review, this placement doesn't make sense within the Parks Division structure or within the City's classification plan. Rather, there are 2 positions within the Parks Division that provide an appropriate comparable to the recreated Warner Park Facility Manager: Madison Parks Foundation Coordinator and Recreation Services Coordinator, both in CG18, Range 8. The Madison Parks Foundation Coordinator is responsible for managing the day to day activities of the Madison Parks Foundation (MPF), engaging in fund raising and sponsorship development activities on behalf of the MPF and the Madison Parks Division, and participating in Parks

Division special events. The primary focus of the position is the fund raising/sponsorship activities. The Recreation Services Coordinator performs

...responsible supervisory and administrative work in planning and directing various programs within the City Parks Division, to include kiosk vending, winter facilities, and the boat launch program. This position will also be responsible for coordinating and implementing major Parks Division community events, such as “Ride the Drive,” community nights and other events. This work, under the general supervision of the Community Services Manager, is characterized by independent judgment and discretion in planning for and directing recreational service activities consistent with established programmatic objectives and applicable Parks Division policies.

Both positions report to the Community Services Manager. While the Warner Park Facility Manager is in charge of developing and implementing programming for the WPCRC, the Recreation Services Coordinator does this for the entire Parks Division. However, this is offset by the fact that the Warner Park Facility Manager is responsible for maintaining the facility, a responsibility not found in the Recreation Services Coordinator position. Overall, it makes sense that these similar positions share a similar compensation group.

Support for placement in CG18, Range 8 is also found when reviewing the Housing Site Manager classification in the CDA/Housing Division. The Housing Site Managers oversee large housing complexes on behalf of the City, referring tenants to resources, and overseeing the facility maintenance/upkeep. The Housing Site Managers supervise a staff of approximately 5, similar in size to the staff at the WPCRC. The Housing Site Managers have involvement in reviewing budgets for their sites, overseeing and resolving tenant/landlord disputes, and maintaining paperwork for HUD and WHEDA. This is favorable to the Warner Park Facility Manager’s responsibility for maintaining the WPCRC, reaching out to the community to develop and conduct programming, and monitoring the WPCRC budget. Overall, it appears the former placement in CG18, Range 10 was high for the level of work expected of this classification/position. Rather, placement in CG18, Range 8 is more appropriate.

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

Attachments

Compensation Group/Range	2013 Annual Minimum (Step 1)	2013 Annual Maximum (Step 5)	2013 Annual Maximum +12% longevity
18/08	54,955	65,213	73,304
18/11	62,366	75,117	84,136

cc: Kevin Briski-Parks Superintendent  
Eric Knepp-Asst. Parks Superintendent