

TO: Personnel Board

FROM: Michael Lipski, Compensation and Benefits Manager

DATE: December 18, 2009

SUBJECT: Parks Event Scheduler-Parks Division

The Parks Division has requested review of a vacant Parks Event Scheduler (CG20, Range 12) position (#4006). In the 2010 budget, this position was reduced from a full-time position to .75 FTE (Full-Time Equivalent), and the incumbent exercised a bump right into a different full-time position. Now that the position is vacant, Community Services Manager Steve Doniger has determined that the most efficient use of Parks resources would be to recreate this position as a .75 FTE Recreation Services Assistant, CG16, Range 10. After reviewing the proposed position description, I agree that recreating this position as a Recreation Services Assistant is appropriate.

The Parks Event Scheduler was responsible for scheduling different Parks Division facilities primarily for athletic and special events. However, an Administrative Clerk 1 in Parks has been assisting with this and would be able to take over this responsibility on a permanent basis without impact on her other duties and responsibilities. This position, according to the class specification, also had responsibility for public access issues, but this is also the responsibility of the Street Use Staff Commission Coordinator. Other areas of responsibility can be absorbed by staff in the Community Services unit of the Parks Division without impact.

The Parks Division has seen a greater need in having staff assigned to the field to respond to park code enforcement issues, provide better customer assistance and process cash management at multiple cash kiosks. The recreated position will focus on cash management, parks rule enforcement, customer assistance, and routine custodial and maintenance work (see attached PD). This position will be expected to work out in the field collecting cash from the boat launches and dog parks, will enforce park rules relating to boat launch, dog parks, ski trails, etc., will provide assistance to parks users as requested, and will perform maintenance on park shelters and facilities to include general cleaning, painting, and litter removal. These duties and responsibilities are the same as an existing .75 FTE Recreation Services Assistant position within the Parks Division.

As this position will be expected to work in the field, it is appropriate to move it from the clerical compensation group (CG20) into CG 16, the compensation group for field employees represented by AFSCME Local 60. Furthermore, I recommend reallocating this position to the existing classification of Recreation Services Assistant, in CG16, Range 10 (see attached class specification). The proposed duties and responsibilities all fall within the description of the Recreation Services Assistant. The Parks Division would then have 2 .75 FTE Recreation Services Assistants to perform this work. By having permanent staff in place to perform this work, the Parks Division estimates that instead of hiring 6-8 hourly staff during the summer months as "Rangers," it will only need to hire 2 hourly Rangers to assist the permanent employees.

We have prepared the necessary 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
20/11	41,053	46,038	51,558
16/10	41,288	46,213	51,766

\*The 2009 salaries are listed. The salary schedule for 2010 is not approved but salaries will be adjusted to reflect any change at that time. Salaries are listed at full-time rate, but the position would be .75 FTE.

cc: Kevin Briski-Parks Superintendent  
Steve Doniger-Community Services Manager  
Mike Deiters-Labor Relations Manager