

TO: Personnel Board

FROM: Emaan Abdel-Halim, Human Resources

DATE: 17 August 2015

SUBJECT: Parks Community Services Manager – Parks Division

At the request of Parks Superintendent, Eric Knepp and Assistant Parks Superintendent, Charlie Romines, I conducted a position study of the vacant 1.0 FTE Parks Community Services Manager (#1520; CGI8-14) in the Parks Division. The request for this position to be reclassified is based on the reduction in responsibilities including oversight of Olbrich Botanical Gardens, elimination of large contract negotiations, and removal of supervision of the Parks Public Information Officer. Based on conversations with Mr. Romines, Assistant Parks Superintendent and upon reviewing the revised position description, I recommend deleting the classification of Parks Community Services Manager in CGI8-R14 and recreating it in Range 12, and recreating the vacant position in the new range.

A review of the current classification specification for the Parks Community Services Manager identifies the work as:

... **responsible managerial, professional, and administrative work** in directing and coordinating parks community service programs and services. This role incorporates oversight of **Olbrich Botanical Gardens, the Warner Park Community Recreation Center, Goodman Pool and public beach aquatics services, volunteer programs, community-wide special event planning and programming, park facilities reservation services, Park Ranger program, dog park management and programming, and boat launch programs, and State Street/Capitol Concourse events.** Work involves considerable discretion and judgment in the development and implementation of assigned program and services. Under the general direction of the Parks Superintendent, the employee plays a key role in the overall management of the Parks Division. [emphasis added]

Upon discussion with Mr. Romines, I learned this opportunity to redefine the role of the vacant Parks Community Services Manager came about from the recent restructure of the Assistant Superintendent positions. Several advanced level responsibilities such as the management of Olbrich Botanical Gardens and its related board, as well as the supervision of the public information function for the Parks Division transferred to the Assistant Superintendents. The Botanical Center Director is in Range 13, which partly explains why the Community Services Manager was placed in Range 14. Additionally, while the Community Services Manager position will continue to negotiate routine contracts for the Parks Division, the Assistant Superintendents will be responsible for the major high-end contracts, such as those with Madison School and Community Recreation (MSCR), Madison Metropolitan School District (MMSD) and the Madison Mallards. Despite removal of these areas of responsibility, the Parks Community Services Manager will retain oversight of several key areas including the Warner Park Community Recreation Center, the park ranger program, the aquatics program, the recreation services programs and volunteers, the Street Use and Permit program, and the front desk function at the main office.

In comparison, I evaluated this Parks position with respect to other CGI8-12 positions of Child Care Program Coordinator and the Community Services Program Coordinator, within the Community Development Division. Both these positions' work is similarly performed with a high degree of independence, requires considerable skill and discretion, hold expanded leadership and project management responsibilities, and play lead roles in the solicitation and structure of key

community partner relationships. The removal of three key programs from the Parks Community Services Manager position no longer warrants its classification in Range 14. Additionally, the Parks Community Services Manager now reports to one of the Assistant Parks Superintendents rather than directly to the Parks Superintendent. However, given the Parks Community Services Manager will retain the management of several Parks programs and the related staff, this position would be appropriately reclassified in Range 12, comparable to the similar positions in the Community Development Division.

For the reasons outlined in this memo, I am therefore recommending that the classification of Parks Community Services Manager be recreated in CG 18, Range 12, and the existing position recreated in the new range within the Parks budget. The necessary resolution to implement this recommendation has been drafted.

Editor's Note:

Compensation Group/Range	2015 Annual Minimum (Step 1)	2015 Annual Maximum (Step 5)	2015 Annual Maximum +12% longevity
18/12	\$67,421	\$81,395	\$91,163
18/14	\$74,121	\$89,231	\$99,938

cc: Eric Knepp – Parks Superintendent
 Charlie Romines – Assistant Parks Superintendent
 Kay Rutledge – Assistant Parks Superintendent
 Mike Lipski – HR Services Manager