

TO: Personnel Board

FROM: Susan Gafner-HR Analyst

DATE: February 10, 2016

SUBJECT: Recreation Services Coordinator

At the request of the Parks Superintendent, Eric Knepp, and Assistant Superintendent Charlie Romines, I conducted a position study of the Public Works Foreperson (CG18-05) position (#1521) currently occupied by Joshua Schmitt at the Parks Division. The request for this position to be studied is due to the expansion of duties and responsibilities. Upon reviewing the submitted position description and meeting with Mr. Romines and Mr. Schmitt, I recommend that position #1521 of Public Works Foreperson be deleted and recreated as a Recreation Services Coordinator and the incumbent reallocated to the new position for the reasons outlined in this memo.

The analysis of this position study included a review of the class specification for the Recreation Services Coordinator (see attached) which shows:

...responsible supervisory and administrative work in planning and directing various programs within the City Parks Division, to include coordinating and implementing major community events, such as "Ride the Drive," "Meet and Eat," arts and crafts shows, community nights, and other events to include volunteers, community gardens, farmer's markets and adopt-a-'spot'. Create, organize, implement and lead new (or continuing) recreation programs and special events; and, promote interest in recreational and healthy lifestyle activities. 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.

Mr. Schmitt began working for the City in July of 2010 as a Park Ranger for the Parks division. He held this position for just under 2 years. In April of 2012, Josh was promoted to Public Works Foreperson, as the weekend supervisor. In this position, Josh is responsible for managing a Park Ranger program serving 240,000 residents in the City of Madison, overseeing operations recreation programs including eight urban off leash dog areas, supervising weekend maintenance workers and responding to after hour's emergencies. Josh is also involved with training and supervising 3 part-time Park Rangers (0.75 FTE each), seasonal Rangers, rewriting the park Ranger manual and assisting with the facilitation of volunteer programs. Finally, Josh acts as point of contact for evenings and weekends, shelter reservations and customer issues for all employees within general Parks.

Due to the departure of the Parks Community Services Manager, in March of 2015, Josh was approached by Mr. Romines to manage the City of Madison Aquatics program. Although a new Community Services Manager was recently hired, that position was filled at a lower salary range, and ongoing responsibility for the Aquatics program will remain with this position, which reports to the Community Services Manager. Supervision of the Parks Division Aquatics section includes the Goodman Pool and eleven beaches, which involves managing an additional 100+ seasonal employee during the aquatics season. This position oversees all the hiring and personnel issues related to the Aquatics program. It also incorporates adding additional knowledge, skills and abilities to the position's area of responsibility. This change also increases the size and complexity of the budgeting and purchasing under the purview of the position.

During the course of this study, I reviewed the aforementioned classification of Recreation Services Coordinator in CG 18, Range 08. As the class description notes, the Recreation Services Coordinator is "...responsible supervisory and administrative work in planning and directing various programs within

the City Parks Division.” While the current Recreation Services Coordinator oversees programs such as Ride the Drive, community gardens, farmer’s markets, and other volunteer coordination, the programs of Rangers and Aquatics fits within this class description. Also, the training and experience requirements for the Recreation Services Coordinator,

Three years of responsible leadership experience in directing varied recreation or large scale community programs (or similar service) programs that emphasize programming or volunteer coordination responsibilities. Such experience would normally be gained after graduation from an accredited college or university with a Bachelor's degree in recreation, parks administration, business, marketing, tourism, event planning, public relations or a related field

are similar to what would be required if Mr. Schmitt were to leave City employment. The Public Works Foreperson classification merely requires 1 year of experience supervising employees and does not speak to having prior experience in overseeing or managing programs. The additional duties of the Aquatics program and Ranger responsibilities better align with the Recreation Services Coordinator classification, and that training and experience also aligns with the current responsibilities of this position.

For all the reasons above, I recommend that the position of Public Works Foreperson in the Parks Division, currently in CG18, Range 05, be recreated as a Recreation Services Coordinator in Range 08 and that the incumbent be reallocated to the new position. The necessary resolution to implement this recommendation have been drafted.

Editor’s Note:

Compensation Group/Range	2016 Annual Minimum (Step 1)	2016 Annual Maximum (Step 5)	2016 Annual Maximum +12% longevity
18/05	\$52,126	\$60,436	\$67,688
18/08	\$58,094	\$68,938	\$77,211

cc: Charlie Romines—Parks Assistant Superintendent
 Eric Knepp—Parks Superintendent
 Claire Oleksiak—Parks Community Services Manager
 Joshua Schmitt—Public Works Foreperson
 Mike Lipski-HR Services Manager