

REPORT OF GENERAL MANAGER

NO. 01-297

DATE August 8, 2001

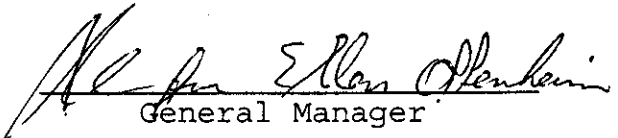
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Amendment to Personnel Resolution No. 9932 -  
Section 1C Substitute Authority - One Accounting Clerk  
II, one Senior Park Maintenance Supervisor, one Systems  
Analyst

Section 1D Grant Funded Positions - One Senior Management  
Analyst I and One Management Analyst II

J. Combs _____	J. Kolb _____
T. Coroaalles _____	M. Tamuri _____
J. Duggan _____	M. Matthews _____
H. Fujita _____	

  
General Manager

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board amend Personnel Resolution No. 9932 effective immediately as follows:

Section 1C - Substitute Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1223-2	Accounting Clerk II	3
1	3146	Senior Park Maintenance Supv.	36
1	1596	Systems Analyst	1

2. Release the above positions from substitute authority for the remainder of the fiscal year.

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Section 1D - Grant Funded Positions:

3. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	9184-2	Management Analyst II	1
1	9171-1	Senior Management Analyst I	20

SUMMARY:

The classification of Data Control Assistant II has been eliminated. Staff has reviewed the duties and found them to be at the level of an Accounting Clerk II. The cost difference of an Accounting Clerk II is \$2,109 less annually.

The Senior Park Maintenance Supervisor position is responsible for planning, organizing and directing the Sports Field Refurbishment Program, the Parks Restroom Enhancement Program (PREP), and the Clean and Safe Spaces (CLASS) Parks Program. Staff has reviewed the duties and found them to be at the level of Senior Park Maintenance Supervisor. The cost of funding this position for the remainder of the fiscal year is approximately \$63,934 and will be partially paid by holding one Gardener Caretaker position vacant (Position # 2496).

When the CLASS Parks program was initiated in October of 2000, a specific number of positions was requested, including four Recreation Facility Directors. Once the program was set in motion, the Department requested three of the Recreation Facility Director positions be reallocated to two Management Analyst and one Senior Clerk Typist positions respectively. Since then, Department staff opted to fill one Management Analyst position and replace the other with a Systems Analyst. The Systems Analyst will ensure timely and accurate updating of information, to verify progress with the community, and to provide effective support to the centers focusing on computer operation and software/programming needs. There is no financial impact since the salaries of the two positions are the same.

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The Senior Management Analyst and Management Analyst positions are responsible for monitoring and evaluating grants within the Community Services Branch. Staff has reviewed the duties and found them to be at the level of Senior Management Analyst I and Management Analyst II . The Civil Service Commission allocated the positions at its meeting of July 12, 2001. The cost of funding these positions for the remainder of the fiscal year is \$98,550. The positions are entirely grant funded.

Prepared by: Cheryl Torres, Norma Gutierrez, and Peter Graná.