

REPORT OF GENERAL MANAGER

NO. 01-225

DATE June 13, 2001

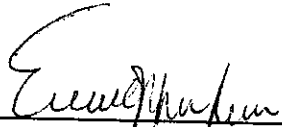
CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: 2001-02 PERSONNEL RESOLUTION

J. Combs \_\_\_\_\_  
T. Corrales \_\_\_\_\_  
J. Duggan \_\_\_\_\_  
H. Fujita \_\_\_\_\_

J. Kolb \_\_\_\_\_  
M. Tamuri \_\_\_\_\_  
M. Matthews \_\_\_\_\_

  
\_\_\_\_\_  
General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION: That the Board:

1. Adopt the 2001-02 Personnel Resolution effective July 1, 2001;
1. Authorize the release of substitute positions (as detailed in the Summary) for Fiscal Year 2001-02

SUMMARY:

The Board of Recreation and Park Commissioners establishes the Department's employment authority on an annual basis through the Department's Personnel Resolution. Positions contained in this document reflect full and part-time positions and classifications that have been authorized by the City Council through the budget process; positions authorized by the Board and funded through grants and other sources outside the budget; and substitute positions created to address the fluctuating staffing needs of the Department.

The 2001-02 Personnel Resolution authorizes a total of 1980 regular positions, 308 substitute positions, and 42 classifications to be used to employ part-time employees. It also authorizes 84 full-time positions and part-time hours funded through various outside sources including Propositions A and K.

REPORT OF GENERAL MANAGER  
PG. 2                      NO.01-225

A comparison between fiscal years (FY) of positions authorized and approved by the Board is as follows:

	<u>FY 2000-01</u>	<u>FY 2001-02</u>	<u>Difference</u>
Regular	1888	1980	+92
Substitute	289	308	+19
Grant Funded	80	84	+04

Changes to the Personnel Resolution as authorized and approved by the Board effective July 1, 2001, are as follows:

	<u>Regular</u>	<u>Grant Funded</u>
Additions	101	07
Deletions	09	03

Detailed changes from the Fiscal Year 2001-02 Personnel Resolution are as follows:

REGULAR AUTHORITY - DELETIONS

<u>No.</u>	<u>Classification</u>	<u>Assignment</u>
1	Building Repairer I	Observatory
1	Gardener Caretaker	Observatory (Griffith/Metro)
2	Observatory Mechanic	Observatory
1	Park Services Attendant	Observatory

These positions deleted due to closure of Griffith Observatory for renovation and reconstruction; funding of positions provided for 10 months of Fiscal Year 2001-02.

<u>No.</u>	<u>Classification</u>	<u>Assignment</u>
2	Accounting Clerk I	Accounts Payable
1	Accounting Clerk II	Accounts Payable
1	Clerk Typist	Accounts Payable

These positions deleted due to transfer of PRIMA or Accounts Payable Positions to the General Services Department.

TOTAL NUMBER OF DELETIONS: 9

REPORT OF GENERAL MANAGER  
PG. 3 NO. 01-225

REGULAR AUTHORITY - ADDITIONS

<u>No.</u>	<u>Classification</u>	<u>Assignment</u>
4	Park Ranger	CLASS Program
4	Recreation Facility Director	CLASS Program
2	Senior Recreation Director II	CLASS Program
3	Principal Recreation Supervisor I	CLASS Program
1	Principal Recreation Supervisor II	CLASS Program
47	Recreation Coordinator	CLASS Program
1	Prin Grounds Mtce Supervisor II	CLASS Program
1	Recreation Facility Director	New and Expanded Facilities
2	Recreation Coordinator	New and Expanded Facilities
2	Child Care Associate	New and Expanded Facilities
1	Child Care Center Director	New and Expanded Facilities
1	Secretary	EPICC
1	Clerk Typist	EPICC
2	Aquatic Facility Manager I	EPICC
1	Aquatic Facility Manager II	EPICC
1	Aquatic Facility Manager III	EPICC
1	Recreation Facility Director	EPICC
1	Therapeutic Recreation Specialist	EPICC
1	Senior Recreation Director II	EPICC
2	Recreation Coordinator	EPICC
1	Executive Director Expo Park Complex	EPICC
6	Child Care Associate	EPICC
1	Child Care Center Director	EPICC
2	Gardener Caretaker	EPICC
1	Park Maintenance Supervisor	EPICC
6	Gardener Caretaker	New and Expanded Facilities
1	Senior Gardener	New and Expanded Facilities
1	Water Utility Worker	New and Expanded Facilities
1	Programmer Analyst III	Expansion of LAN/WAN
2	Safety Engineer	Risk Management Program

TOTAL NEW POSITIONS: 101

REPORT OF GENERAL MANAGER  
PG. 4 NO. 01-225

GRANT FUNDED POSITIONS - DELETIONS

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>Assignment</u>
1	9184-2	Management Analyst II	Sherman Oaks Castle
1	1368	Senior Clerk Typist	Planning & Construction
1	7956	Structural Engrg Assoc III	Planning & Construction

TOTAL NUMBER OF DELETIONS: 3

GRANT FUNDED POSITIONS - ADDITIONS

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>Assignment</u>
1	1599	Systems Aide	Planning & Construction
2	9168	Contract Administrator	Planning & Construction
1	9184-2	Management Analyst II	Planning & Construction
1	9171-1	Sr Mgmt Analyst I	Planning & Construction
1	7304-1	Environmental Supvsr I	Planning & Construction
1	7956	Structural Engineer	Planning & Construction

TOTAL NUMBER OF NEW POSITIONS: 7

REPORT OF GENERAL MANAGER  
 PG. 5                      NO.01-225

SUBSTITUTE POSITIONS

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
4	1513-2	Accountant II (3) Muni Sports Accounting (1) Revenue Accounting
10	1223-1	Accounting Clerk I (1) Auditing (2) Cashier (4) Muni Sports Accounting (1) Revenue Accounting (2) Timekeeping/Payroll
3	1223-2	Accounting Clerk II (1) Accounts Payable (1) Muni Sports Accounting (1) Revenue Accounting Cashier
1	3774	Air Conditioning Mechanic - Citywide Air Conditioning
2	2493-1	Aquarium Educator I - Cabrillo Marine Aquarium
2	2493-2	Aquarium Educator II - Cabrillo Marine Aquarium
1	2400-1	Aquarist I - Cabrillo Marine Aquarium
3	2423-1	Aquatic Facility Manager I (2) Hansen Dam Swim Lake (1) Yosemite Pool
3	2423-2	Aquatic Facility Manager II (2) Hansen Dam Swim Lake (1) Kleimer Building
14	2423-3	Aquatic Facility Manager III - Citywide Services
1	7926-4	Architectural Assoc IV - Planning & Construction
2	1517	Auditor - Auditing
1	3194-2	Bldg Const & Mtce Gen Superintendent II - Bldg/Fac Repair

REPORT OF GENERAL MANAGER  
 PG. 6                      NO. 01-225

SUBSTITUTE POSITIONS (continued)

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
1	3124-2	Bldg Const & Mtce Superintendent II - Bldg/Fac Repair
3	3333-1	Building Repairer I (1) Hansen Dam Swim Lake (1) Observatory (1) Sherman Oaks Castle
1	3333-2	Building Repairer II - Citywide Playground
2	3344	Carpenter - Citywide Carpentry
2	3346	Carpenter Supervisor (1) Griffith/Metro Carpentry (1) Pacific Construction
1	3351	Cement Finisher Worker - Fence Crew
1	1253	Chief Clerk - Human Resources
1	9230	Chief Financial Officer - Finance
1	1968	Chief Park Ranger - Park Rangers
2	9182	Chief Management Analyst (1) Accounting & Finance Mgmt (1) Finance
1	7944	City Planner - Planning & Construction
7	1358	Clerk Typist (1) Accounts Payable (1) Development & Marketing (1) Golf & Tennis Reservations (1) Office Services (2) Personnel (1) Retired Senior Volunteer Program
10	1461-3	Communications Operator III - Park Rangers
1	1137-2	Data Control Asst II - Muni Sports Accounting

REPORT OF GENERAL MANAGER  
PG. 7 NO. 01-225

SUBSTITUTE POSITIONS (continued)

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
1	1593-3	Departmental Chief Accountant III - Accounting Administration
3	3863	Electrician (1) Griffith/Metro Electrical (1) Hansen Dam Swim Lake (1) Valley Region Construction
1	1702	Emergency Preparedness Coordinator - Park Rangers
1	1117-2	Executive Secretary II - Finance
9	3141	Gardener Caretaker (6) Hansen Dam Swim Lake (1) Observatory (1) Travel Town Maintenance (1) Tregnan Academy
1	2458	Golf Manager - Golf Management
1	2457	Golf Operations Supervisor - Golf Management
1	2453	Golf Starter - Golf & Tennis Reservation
1	2479-1	Golf Starter Supervisor I - Golf Operations
1	1670	Graphics Designer - Development & Marketing
1	3743	Heavy Duty Equipment Mechanic - Community Services
1	7929-1	Landscape Architect I - Planning & Construction
1	7933-4	Landscape Architectural Associate IV - Planning & Construction
1	3393	Locksmith - Valley Region Carpentry
2	3523	Light Equipment Operator (1) Hansen Dam Swim Lake (1) Pacific Landscape Crew

REPORT OF GENERAL MANAGER  
PG. 8 NO. 01-225

SUBSTITUTE POSITIONS (continued)

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
2	3115	Maintenance & Construction Helper (1) Griffith/Metro Grounds Project (1) Griffith/Metro Painting
10	3112	Maintenance Laborer - Playground Crew
9	9184-2	Management Analyst II (1) Cabrillo Marine Aquarium (2) CLASS Program (1) Felicia Mahood MPC (2) Planning & Construction (2) RFP Development (1) Special Facility Liaison
4	1539	Management Assistant (1) Admin Resources (2) Concessions Management (1) Human Resources
1	3771	Mechanical Helper - Pacific Region Plumbing
12	3773-2	Mechanical Repairer II (10) Citywide - Pool/Pump/Sprinkler Crew (2) Citywide Sprinkler Repair
2	6220	Observatory Mechanic - Observatory
1	3111-2	Occupational Trainee II - Accounting & Finance
2	3423	Painter - Griffith/Metro Painting
1	3426	Painter Supervisor - Pacific Region Painting
3	3144	Park Management Intern
2	3145	Park Maintenance Supervisor (1) Film Office (1) Sports Field Improvement Crew

REPORT OF GENERAL MANAGER  
PG. 9 NO. 01-225

SUBSTITUTE POSITIONS (continued)

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
7	2412-2	Park Services Attendant II (1) Film Office (2) Observatory Operating Services (2) Park Services (2) Sherman Oaks Castle
1	1170-2	Payroll Supervisor II - Payroll
1	1793-2	Photographer II - Development & Marketing
3	3443	Plumber (1) Citywide Plumbing (2) Griffith/Metro Pump House
2	3446	Plumber Supervisor (1) Citywide Plumbing (1) Pacific Region Plumbing
1	1525-2	Principal Accountant II - Finance
1	1201	Principal Clerk - Planning & Construction
1	1458-1	Principal Communications Operator - Park Rangers
2	2424	Principal Park Services Attendant (1) Administrative Resources (1) Sherman Oaks Castle
1	1542	Project Assistant - Observatory Program Services
1	1785-2	Public Relations Specialist II - Development & Marketing
2	2469	Recreation Coordinator - Central
1	2434	Recreation Facility Director - Sr Citizen Nutrition
1	2467	Recreation Services Representative - Sr Citizen/Adaptive Admin
1	2460	Recreation Supervisor - Pacific Muni Sports

REPORT OF GENERAL MANAGER  
PG. 10 NO. 01-225

SUBSTITUTE POSITIONS (continued)

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
1	3476	Roofer - Citywide Roofing
1	3478	Roofer Supervisor - Citywide Roofing
10	1116	Secretary (1) Commission Office (1) Development & Marketing (1) Facility Repairer (2) General Manager (1) Golf Management (1) Park Rangers (3) R & P Operations
2	3181	Security Officer - Park Rangers
1	1523-1	Senior Accountant I - Revenue Accounting
1	1523-2	Senior Accountant II - Muni Sports Accounting
1	3345	Senior Carpenter - Citywide Carpentry
7	1368	Senior Clerk Typist (1) Admin Resources (1) CLASS Program (1) Commission Office (1) Muni Sports Accounting (1) Pacific Admin Services (2) Personnel Records
2	1467-2	Senior Communications Operator II - Park Rangers
1	3864	Senior Electrician - Citywide Electrical
3	3143	Senior Gardener (1) Hansen Dam (1) Tregnan Golf Academy (1) Sherman Oaks Castle

REPORT OF GENERAL MANAGER  
PG. 11 NO. 01-225

SUBSTITUTE POSITIONS (continued)

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
7	9171-1	Senior Management Analyst I (1) Community Services (2) Executive Office (1) Park Rangers (1) Pershing Square (2) Planning & Construction
2	9171-2	Senior Management Analyst II (1) Community Services (1) Regional Operations
1	3424	Senior Painter - Griffith/Metro Painting
2	3146	Senior Park Maintenance Supervisor (1) Griffith/Metro Golf & Maintenance Support (1) Pacific Golf & Maintenance Support
3	1967-2	Senior Park Ranger II - Park Rangers
3	2442	Senior Park Services Attendant (1) Development & Marketing (1) Park Services (1) Regional Operations
1	9167-1	Senior Personnel Analyst I - Human Resources
7	2446-1	Senior Recreation Director I (1) Eagle Rock (1) Felicia Mahood MPC (1) Palisades (1) Pershing Square (1) Ritchie Valens (1) Robert M. Wilkinson MPC (1) Slauson MPC

REPORT OF GENERAL MANAGER  
 PG. 12                      NO. 01-225

SUBSTITUTE POSITIONS (continued)

<u>No.</u>	<u>Code</u>	<u>Classification/Assignment(s)</u>
6	2446-2	Senior Recreation Director II (1) Griffith/Metro Recreation/Administration (1) Pacific Recreation/Administration (1) Pan Pacific (1) Tregnan Golf Academy (1) Valley Recreation/Administration (1) Woodland Hills/Knapp Ranch
1	4150-1	Street Maintenance Worker I - Citywide Paving
1	9237	Superintendent of Planning & Development - Planning & Const
1	1599	Systems Aide - Computer Systems
1	1596-1	Systems Analyst I - Systems Admin Resources
3	1596-2	Systems Analyst II (2) Computer Systems (1) Systems Admin Resources
2	2445	Therapeutic Recreation Specialist (1) Martin Luther King Therapeutic (1) Valley Therapeutic
51	3113-2	Vocational Worker II - Department-wide
1	2495	Volunteer Coordinator - Development & Marketing
2	3912	Water Utility Worker (1) Hansen Dam District (1) North Hollywood District Maintenance
1	3796	Welder - Pacific Region Welding

TOTAL NUMBER OF SUBSTITUTE AUTHORITIES: 308