

REPORT OF GENERAL MANAGER

NO. 01-152

DATE May 2, 2001

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Amendment to Personnel Resolution No. 9863 -
Section 1B Part-Time Authority - Recreation Aide
Section 1C Substitute Authority - One Accounting Clerk I

J. Combs _____	J. Kolb _____
T. Corrales _____	M. Tamuri _____
J. Duggan _____	M. Matthews _____
H. Fujita <i>H. Fujita</i>	

E. [Signature]

General Manager

Approved _____ Disapproved _____ Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 9863 effective immediately as follows:

Section 1B - Part-Time Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
-	2435	Recreation Aide	NR

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
-	2435	Recreation Assistant I	NR

Section 1C - Substitute Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1223-1	Accounting Clerk I	3

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

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SUMMARY:

The Personnel Division recommends, and the Personnel Department concurs, that a class title change from Recreation Assistant I to Recreation Aide is appropriate. The new class will maintain the same duties, class code, and salary, as that of a Recreation Assistant I. There is no additional cost to fund these positions since the change affects only the class title not the salary.

Staff has reviewed the duties of the position in the Municipal Recreation Program Accounting Section responsible for coding, batching, and data entry of vendor payment vouchers into the Financial Management Information System and has determined that Accounting Clerk is the appropriate classification. The position, currently vacant, was formerly occupied by a Senior Clerk Typist. There is no additional cost to fund this position.

Prepared by Norma Gutierrez