

REPORT OF GENERAL MANAGER

NO. 01-386

DATE October 17, 2001

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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Amendment to Personnel Resolution No. 9932 -
Section 1C Substitute Authority - Four Gardener
Caretaker, Two Light Equipment Operator, One Park
Maintenance Supervisor, One Programmer Analyst III, Two
Senior Clerk Typist, Three Senior Gardener, One Senior
Management Analyst I, and One Senior Park Maintenance
Supervisor.

Section 1D Grant Funded Positions - One Architect, One
Landscape Architect I, and One Public Relations Specialist
II

J. Combs _____	J. Kolb _____
T. Coroalles _____	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Approved _____ Disapproved _____ Withdrawn _____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>
4	3141	Gardener Caretaker	4
2	3523	Light Equipment Operator	4
1	3145	Park Maintenance Supervisor	12
1	1431-3	Programmer Analyst III	8
2	1368	Senior Clerk Typist	3
3	3143	Senior Gardener	4
1	9171-1	Senior Management Analyst I	20
1	3146	Sr Park Maintenance Supvr	36

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2. Release the above positions from substitute authority for the remainder of the fiscal year.
3. That a new sub-account be established within Account 932, Golf Surcharge, for the Golf Landscape Crew; and, that the amount of \$738,000 be allocated to this sub-account from the unallocated balance, per the request of the Golf Manager.

Section 1D Grant Funded Positions:

• ADD

1	7925	Architect	17
1	7929-1	Landscape Architect I	17
1	1785-2	Public Relations Specialist II	1

• DELETE

1	9184-2	Management Analyst II	1
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SUMMARY:

Phase I of the reorganization of the Golf Division of the Community Services Branch requires changes to the previously allocated staff. The Golf Division has a significant need for administrative support, including a Senior Management Analyst I to oversee the more complex concession management issues, prepare and monitor the Division budget, control special account funds, and interact with other administrative personnel in the Department. Two positions of Senior Clerk Typist are required to support the entire Golf Division. The Senior Park Maintenance Supervisor is needed to oversee the Hansen Dam Golf Course and the division-wide Landscape crew. Staff has reviewed the duties and found them to be appropriate to the classes requested, and the Personnel Department has expressed agreement. The cost of funding these positions for the remainder of the fiscal year is \$150,100. The salary for the Senior Management Analyst I will be offset by holding vacant one Management Analyst II in the Community Services Branch; the salary for the Senior Park Maintenance Supervisor will be offset by holding one position of Golf Starter vacant; and the salary for the two Senior Clerk Typist positions will be offset by holding vacant one Clerk Typist and one Maintenance and Construction Helper.

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The consolidated Golf Division went into operation on September 10, 2001. During the initial stages of review of the separation of golf maintenance and operations from the regional management, it became apparent that the full-time dedication of a landscape crew to golf was vital to its successful operation. This crew will be the principal method utilized to respond to U.S.G.A. report concerns, such as:

- Reconstruction and renovation of sand traps;
- Leveling and renovation of fairways and collar/green surrounds;
- Irrigation system support to Water Utility Workers assigned to courses for renovation and repair;
- Renovation and creation of horticultural areas around clubhouses, parking lots, and on the courses;
- Construction of sod nurseries;
- Reforestation of courses through tree planting.

In Board Report No. 01-288, approved by the Commission at its August 8, 2001 meeting, a new line item, Golf Course Improvements, was established. The annual sum of \$738,000 was appropriated "to fund smaller golf course improvements and renovations that may require construction crews and materials above and beyond those funded under the Golf Maintenance Section." The Golf Manager has determined that these monies should be utilized to fund all of the salaries and a portion of the required materials and equipment for the Landscape Crew, which consists of one Park Maintenance Supervisor, three Senior gardeners, two Light Equipment Operators, and four Gardener Caretakers. The Golf Advisory Committee has reviewed and approved this matter.

In order to meet the increased level of responsibility and requirements for advanced technical knowledge and ability within the Civic Center Systems Group, it is appropriate for one Systems Analyst II position to be upgraded. Staff has reviewed the duties of this position and has determined that Programmer Analyst III is the appropriate classification. The cost of funding this position for the remainder of the fiscal year is approximately \$2,071. The position is currently funded through MRP funds.

Reclassifying the Management Analyst II to Public Relations Specialist will help accomplish the Department's goal of increasing the number and type of monthly publications available in-house and to members of the public. Publication of the Department's main newsletter has until recently been accomplished by a part-time staff member; however, since her resignation, the Department will refocus its efforts to increase the visibility of the various programs available throughout the City. The Personnel Department has approved the reallocation of this grant funded position.

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In order to create a more manageable work load of Proposition K projects, the Planning and Construction Division is requesting the Architect position for their Project Management Section. The Landscape Architect position will provide centralized oversight for all of the Planning and Construction Division's golf capital projects. Personnel Department staff has reviewed the duties and responsibilities of the above-listed positions and found them properly allocable to the job classes requested. These positions will be grant funded.

Prepared by: Peter Graná