

REPORT OF GENERAL MANAGER

NO. 01-336

DATE September 5, 2001

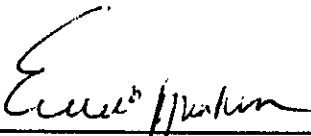
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Amendment to Personnel Resolution No. 9932 -  
Section 1C Substitute Authority - One Recreation Facility  
Director

Section 1D Grant Funded Positions - One Management  
Analyst 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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_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>
1	2434	Recreation Facility Director	11

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

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

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SUMMARY:

Ramona Hall has been staffed with a Recreation Coordinator; however, due to the tremendous growth in programming occurring at the facility, it is recommended that the position be filled with a Recreation Facility Director. Ramona Hall is now the site of one of four live scan operations Department wide. In addition, Ramona Hall is a showcase facility in that it hosts a variety of City events such as: Zoning Commission meetings, City Council meetings, Public Utilities Commission meetings, Targeted Neighborhood Initiative meetings, and Rapid Transit District meetings. The Recreation Facility Director also handles large amounts of money and is responsible for full and part-time staff. Staff has reviewed the duties and found them to be appropriate to the class of Recreation Facility Director, and the Personnel Department has expressed agreement. The cost of funding this position for the remainder of the fiscal year is \$2,190, which is the difference between a Recreation Coordinator and a Recreation Facility Director. This cost will be offset by holding a Child Care Center Director position at Eagle Rock Recreation Center.

The Management Analyst II position is 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 Management Analyst II. Staff of the Personnel Department has also reviewed the duties and has indicated that the position will be allocated as a Management Analyst II. The cost of funding this position for the remainder of the fiscal year is approximately \$41,000. The position is entirely grant funded.

Prepared by: Norma Gutierrez and Peter Graná