

REPORT OF GENERAL MANAGER

NO. 02-138

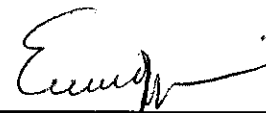
DATE April 3, 2002

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Amendment to Personnel Resolution No. 9932 -  
Section 1D Grant Funded Positions - One Senior Project  
Coordinator, three Recreation Coordinator, and one  
Management Assistant

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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_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 1d - Grant Funded Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1538	Senior Project Coordinator	20
3	2469	Recreation Coordinator	11
1	1539	Management Assistant	01

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

SUMMARY:

The Department of Recreation and Parks has participated in the Kinship Care Grant Program since April 2001. The grant calls for the hiring of a Social Worker to administer the program; however, a salary has not been set for the classification of Social Worker. Senior Project Coordinator has been identified as the class to temporarily manage the program until the classification of Social Worker is available. The Personnel Department has reviewed the duties and concurs that Senior Project Coordinator is the appropriate classification to use in the interim.

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The salary cost for the remainder of the fiscal year is approximately \$13,003 and will be entirely grant funded.

Clean and Safe Spaces (CLASS) Parks is in need of three Recreation Coordinator positions. On September 29, 2000, the City Council approved a resolution directing City agencies, including the Department of Recreation and Parks to work with agencies of the County of Los Angeles to develop programs designed to address juvenile delinquency. Recently the Council approved a Memorandum of Understanding between the Department and the Los Angeles County Probation Department whereby grant funding would be provided to expand at-risk youth oriented programming at three CLASS Parks. Staff has reviewed the duties and determined that they are appropriately allocated to the classification of Recreation Coordinator.

The salary cost for the remainder of the fiscal year is approximately \$7,113 and will be entirely grant funded.

The Planning and Construction Division requests a Management Assistant position in order to assist in: reviewing capital improvement project bids; administering the Request for Qualification process; preparing contract award board reports regarding Division performance for use by Department management and other City departments; administering 110 professional consulting contracts and 150 construction contracts; and, formulating the Division's budget. The Personnel Department has reviewed the duties and concurs that Management Assistant is the appropriate classification.

The salary cost for the remainder of the fiscal year is approximately \$11,223 and will be entirely grant funded.

Prepared by: Peter Graná