

REPORT OF GENERAL MANAGER

NO. 02-139

DATE April 3, 2002

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: Amendment to Personnel Resolution No. 9932 -  
Section 1C Substitute Positions - One Graphics Designer  
III; one Accounting Clerk II; one Management Analyst II;  
Section 1D Grant Funded Authority - One Architectural  
Associate IV

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Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Withdrawn \_\_\_\_\_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	1670-3	Graphics Designer III	21
1	1223-2	Accounting Clerk II	3
1	9184-2	Management Analyst II	1

2. Release the above positions from Substitute Authority for the remainder of the fiscal year.

Section 1D - Grant Funded Positions:

2. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	7929-4	Architectural Assoc. IV	08

3. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	7924-2	Architectural Assoc. II	08

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SUMMARY:

Staff has concluded that the job duties for the Graphics Designer I at the Griffith Observatory have increased over the years to those consistent with the class of Graphics Designer III, and therefore recommends the upgrade from Graphics Designer I to Graphics Designer III.

Due to an increase in responsibilities for the Accounting Clerk I position in Revenue Accounting, staff has determined that the position is more appropriately established at the Accounting Clerk II level, and therefore recommends the upgrade of the position.

The Management Analyst job duties within the Budget Section are at the Management Analyst II level. Staff has reviewed the position requirements, and has concluded that an upgrade of the single remaining Management Analyst I is appropriate.

The additional salary cost for filling the Graphic Designer position is estimated to be approximately \$5,015 for the remainder of the fiscal year; the difference will be recovered through salary savings via vacant Park Services Attendant II Position Number 279. The additional salary cost for filling the Accounting Clerk II position, which is fully funded by MRP monies, is estimated to be approximately \$819 for the remainder of the fiscal year. The additional salary cost for the Management Analyst II is estimated to be approximately \$5,348 for the remainder of the fiscal year; monies are available through salary savings.

Being unable to find a suitable Project Manager from the existing Architect civil service eligible list, the Planning and Construction Division offered one of their Architectural Associate I's the opportunity to perform the duties of a Project Manager. For the past 21 months, Architectural Associate I Paul Tseng has successfully performed the duties of a Project Manager.

Historically, Project Manager duties have been performed by Architects or Architectural Associate IV's. On January 31, 2002, Mr. Tseng became eligible for promotion to Architectural Associate IV having completed two years as an Architectural Associate I and having passed two divisions of the California State licensing examination for Architects. The Planning and Construction Division requests an Architectural Associate IV position in order to provide Mr. Tseng an opportunity to obtain compensation parity with his fellow Project Managers. This position will be grant funded.

Prepared by Julie Cuttrell.