

REPORT OF GENERAL MANAGER

NO. 04-304

DATE October 20, 2004

CD \_\_\_\_\_

BOARD OF RECREATION AND PARK COMMISSIONERS

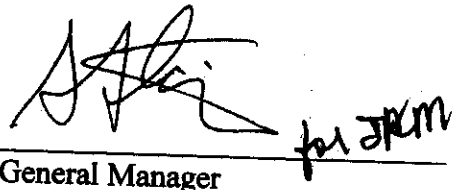
SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10075 - SECTION 1A  
REGULAR POSITIONS - SECTION 1D IN-LIEU POSITIONS - SECTION 1E  
SPECIAL FUNDED POSITIONS

K. Chan  
\*H. Fujita  
F. Mok



J. Combs  
J. Kolb  
G. Stigile

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\_\_\_\_\_



General Manager

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10075 effective immediately as follows:

Section 1A - Regular Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>	<u>MOU</u>
1	3333-1	Building Repairer I	14

Delete

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>	<u>MOU</u>
1	1542	Project Assistant	01

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Section 1D - In-Lieu Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>
1	3351	Cement Finisher Worker - Citywide Construction (in-lieu of Cement Finisher)
1	3711	Equipment Mechanic - Citywide Construction (in lieu of Mechanical Repairer II)

Section 1E - Special Funded Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1223-2	Accounting Clerk II - Grants Accounting - Nutrition
1	1517-1	Auditor I - Auditing - 907 Account
1	1517-2	Auditor II - Auditing - MRP

Delete

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1223-1	Accounting Clerk I - Grants Accounting - Nutrition
1	1517	Auditor - Auditing - 907 Account
1	1517	Auditor - Auditing - MRP

SUMMARY:

The changes to Section 1A (Regular Positions) are recommended to address the Personnel Department's determination that the duties of one Project Assistant position approved in the 2004-05 Budget for the Cabrillo Marine Aquarium more accurately reflect those of a Building Repairer. This change will realize annual salary savings of approximately \$5,512.

The changes to Section 1D (In-Lieu Positions) are recommended for the purpose of establishing two critically needed maintenance and construction positions. The Equipment Mechanic position will replace a Mechanical Repairer II position in the Pool Maintenance and Repair Section and is needed to provide expertise in the operation and field repair of motors and portable equipment used to drain pools or to provide power for larger repair operations. This change will realize annual salary savings

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of approximately \$2,318. Hiring a Cement Finisher Worker in lieu of a Cement Finisher will meet the immediate needs of the Department and result in annual salary savings of approximately \$7,830. Retaining the higher level classification provides the Department with flexibility in the event its needs evolve and a Cement Finisher is needed.

Two of the changes to Section 1E (Special Funded Positions) are recommended to provide an appropriate level of compensation for the performance of more responsible duties, and the other change to this Section is recommended to correct an oversight. The Accounting Clerk position is assigned to the Department's Nutrition Program. Staff of the Human Resources Division has reviewed the complexity and responsibility of the duties of this position and determined that those duties are appropriately compensated at the higher paygrade (Accounting Clerk II). The Department of Aging, which administers the grant that funds this position, has approved the additional funding necessary to pay for the difference in salaries between the paygrades. Both of the Auditor positions being requested are assigned to the Auditing Section. Previously the classification of Auditor did not have paygrades. Creation of the Auditor I position recognizes the fact that the classification of Auditor now has two paygrades; its creation is cost neutral inasmuch as its salary is identical to the old salary for the Auditor classification. The creation of the Auditor II position will allow the Department to appropriately compensate an employee who is responsible for the lead supervision of three Auditors I. This position is funded through Municipal Recreation Program funds, of which there are sufficient monies available to pay for this position.

This Board Report has been reviewed and approved by staff of the City Administrative Office.

Prepared by Julie Cuttrell and Jim Abalos