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Title: CONSIDERATION OF MULTIPLE RESOLUTIONS AS PART OF THE COMMUNITY SERVICES/PARKS & RECREATION REORGANIZATION (CITY COUNCIL)

Sponsors:

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Attachments: 1. Exhibit 1 - Resolution 22-080 - Assistant Recreation Coordinator (Reservations) (New Classification), 2. Exhibit 2 - Assistant Recreation Coordinator (Reservations) Job Specs, 3. Exhibit 3 - Resolution 22-081 - Assistant Recreation Coordinator (Enrichment) (New Classification), 4. Exhibit 4 - Assistant Recreation Coordinator (Enrichment) - Job Specs, 5. Exhibit 5 - Resolution 22-082 - Recreation Coordinator I & II (Special Events) Job Series (New Classification), 6. Exhibit 6 - Recreation Coordinator I & II (Special Events) - Job Specs, 7. Exhibit 7 - Resolution 22-083 Reclassifying Rec. Coord. into Community Services Coord. I & II (Youth & Family), 8. Exhibit 8 - Community Services Coordinator (Youth & Family) I & II - Job Specs

Date	Ver.	Action By	Action	Result
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Report to Mayor and City Council

Tuesday, May 03, 2022

Consent

SUBJECT:

CONSIDERATION OF MULTIPLE RESOLUTIONS AS PART OF THE COMMUNITY SERVICES/PARKS & RECREATION REORGANIZATION (CITY COUNCIL)

I. SUMMARY

As part of the reorganization of the Community Services/Parks & Recreation Department, approved by City Council on 2/15/2022, it has been deemed that multiple classification actions will need to be executed to fully execute the approved reorganization. This includes evaluation of FLSA exemption status, adoption of new job specifications, reclassification of current positions and updating existing job specs.

Staff is presenting four new job classifications (including three new job series) to City Council for approval and adoption into the City's Classification plan. Those four new classifications are: Assistant Recreation Coordinator (Reservations), Assistant Recreation Coordinator (Enrichment), Recreation Coordinator I & II (Special Events) Job Series, and Community Services Coordinator I & II (Youth & Family) Job Series.

II. RECOMMENDATION

WAIVE further reading and ADOPT the following Resolutions:

1. Resolution No. 22-080, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW JOB SPECIFICATION AND SALARY ALLOCATION FOR ASSISTANT RECREATION COORDINATOR (RESERVATIONS)";
2. Resolution No. 22-081, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW JOB SPECIFICATION AND SALARY ALLOCATION FOR ASSISTANT RECREATION COORDINATOR (ENRICHMENT)";
3. Resolution No. 22-082, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING NEW JOB SPECIFICATION AND SALARY ALLOCATION FOR RECREATION COORDINATOR I & II (SPECIAL EVENTS) JOB SERIES"; and
4. Resolution No. 22-083, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY RECLASSIFYING ONE PART-TIME RECREATION COORDINATOR POSITION (TM PCN 303662284) INTO COMMUNITY SERVICES COORDINATOR I & II (YOUTH & FAMILY) JOB SERIES - A NEW CLASSIFICATION ".

III. ALTERNATIVES

TAKE another action that City Council deems appropriate.

IV. BACKGROUND

As part of the reorganization of the Community Services/Parks & Recreation Department, approved by City Council on 2/15/2022, staff worked with former Director Robert Lennox (currently Assistant City Manager - Administrative Services) and Michael Whittiker, the new Director of the Community Services/Parks & Recreation Department, and both Tim Grierson, Recreation Superintendent, and Bobby Grove, Community Services Superintendent, on creating the four new job specifications (including one reclassification of a part-time position into a full-time position) presented to City Council for adoption.

In composing the new job specifications, staff relied on the impacted department's leadership input and market data, as well as current incumbents' (when applicable). All four new classifications perform duties aligned with other classifications recognized as part of American Federation of State, County And Municipal Employees, Local 809 for Full time (AFSCME 809 FT) representation.

As such, staff is recommending allocating the new classifications to the following salary ranges, within AFSCME 809 FT salary schedule (AFSCME 809 FT), as follows:

- Assistant Recreation Coordinator (Reservations) to Range 726: \$4,186.00 - \$5,306.00/month
- Assistant Recreation Coordinator (Enrichment) to Range 726: \$4,186.00 - \$5,306.00/month
- Recreation Coordinator I & II (Special Events) Job Series:
 - Level I to Range 721: \$5,323.00 - \$6,780.00/month
 - Level II to Range 715: \$5,589.00 - \$7,122.00/month
- Community Services Coordinator I & II (Youth & Family) Job Series:
 - Level I to Range 721: \$5,323.00 - \$6,780.00/month
 - Level II to Range 715: \$5,589.00 - \$7,122.00/month

Staff believes that the above salary allocations are in alignment with comparable classifications within the Community Services/Parks & Recreation Department. And by approving staff recommendations, City Council will retain internal alignment.

Additionally, staff is recommending reclassifying the current incumbent (EID 69514) within

one of the two current Recreation Coordinator Part-time positions to first level of the newly adopted Community Services Coordinator I & II (Youth & Family) Job Series, effective 5/4/2022. Staff's recommendation is based on information collected from the impacted employee, direct supervisor and other materials provided to staff.

Furthermore, staff provided notice of the listed items to AFSCME 809 FT leadership, and both the City and AFSCME 809 FT met and conferred, in good faith, on April 26th of 2022.

V. FISCAL IMPACT

There is no fiscal impact from the proposed amendments to the City classification plan, due to cost savings resulting from current vacant funded positions.

VI. EXHIBITS

1. Resolution No. 22-080 (pgs. 5 - 7)
2. Assistant Recreation Coordinator (Reservations) classification specification (Exhibit A to Resolution No. 22-080) (pgs.8 - 9)
3. Resolution No. 22-081 (pgs. 10 - 12)
4. Assistant Recreation Coordinator (Enrichment) classification specification (Exhibit A to Resolution No. 22-081) (pgs. 13 - 14)
5. Resolution No. 22-082 (pgs. 15 - 17)
6. Recreation Coordinator I & II (Special Events) Job Series classification specification (Exhibit A to Resolution No. 22-082) (pgs. 18 - 21)
7. Resolution No. 22-083 (pgs. 22 - 24)
8. Community Services Coordinator I & II (Youth & Family) Job Series classification specification (Exhibit A to Resolution No. 22-083) (pgs. 25 - 28)

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