



# CITY OF CARSON

## Legislation Text

File #: 2018-552, Version: 1

### Report to Mayor and City Council

Tuesday, September 18, 2018

Consent

#### **SUBJECT:**

**CONSIDERATION OF RESOLUTION NO. 18-053 AMENDING THE CLASSIFICATION PLAN, RESOLUTION NO. 77-111, BY ADOPTING THE NEW JOB CLASSIFICATION SPECIFICATIONS FOR KIDS CLUB COORDINATOR II AND TO APPROVE THE RECLASSIFICATION OF THE KIDS CLUB SITE DIRECTOR (CITY COUNCIL)**

#### **I. SUMMARY**

Due to retirements, changes in staffing levels and the tremendous growth of the Kids Club Program, it is now necessary to capture the full duties and responsibilities of the Kids Club Site Director by appropriately reclassifying the position as Kids Club Coordinator II.

#### **II. RECOMMENDATION**

1. WAIVE further reading and ADOPT Resolution 18-053, amending the Classification Plan, Resolution No. 77-111, adopting job classification specifications for Kids Club Coordinator I and Kids Club Coordinator II job series.
2. APPROVE the reclassification of the Kids Club Site Director to Kids Club Coordinator II.

#### **III. ALTERNATIVES**

TAKE any action deemed appropriate.

#### **IV. BACKGROUND**

In 2010 Program Supervisor Deborah Williams managed the City's Kids Club/Teen/Enrichment Programs. When Ms. Williams retired, a replacement was needed. Former Administrative Services General Manager, Jackie Acosta and former Community Services General Manager, Ray Cruz, at the direction of the City Council, eliminated the position of Program Supervisor and upgraded the two part-time positions of Site Director to full-time positions. At that time, these positions were held by Debra Miller and Starla

Jordan. With this status change, Ms. Miller and Ms. Jordan were each given the responsibility of directly supervising the Kids Club/Summer Day Camp programs at six parks. Both employees reported to the former Program Manager, Arnold Carraway, on the day-to-day operations and needs of the programs at that time.

As these internal changes occurred, construction at Carson Park led to the need for the Enrichment Program to be reassigned to then Assistant Center Supervisor, Christina Herrera. At that time, Ms. Herrera became responsible for the program and Enrichment participation which numbered 44 children City-wide. With this change of leadership and a relocation to the Community Center as its primary location, the number of participants increased to 600+ participants. This substantive increase necessitated the addition of more classes, activities and special events.

In October 2013, the City underwent an extensive reorganization in an effort to balance the budget. A full-time teacher position opened in the Early Childhood Education Program. Debra Miller was the most qualified to fill that position. Ms. Miller was relieved of her duties as Site Director and laterally transferred to the teacher position. This internal transfer resulted in Ms. Jordan being the sole staff person assigned to directly supervise the Kids Club/Summer Day Camp programs for all 12 parks.

#### Program Statistics

##### Number of Kids Club/Summer Day Camp Staff

Kids Club = 30 staff

Kids Club and Summer Day Camp Total = 111

##### Number of Children in Programs

Kids Club = Average of 151 children during the school year at 6 park locations

Summer Day Camp = Average of 750-850 at 12 park locations

Seasonal Camps (Winter/Spring) = Average of 300+ at 4 park locations

#### Revenue

The amount of revenue generated from the program varies from session to session, with the majority of funds collected during the summer months when the demand is at its peak. The overall program continues to hover around 95-100% self-sustaining on an annual basis (see attached revenue vs. expenditure reports).

In 2017, the new Director of Community Services, Idris Al-Oboudi, began a compressive review of the Department's current operations to determine its effectiveness in meeting the

current needs of the Carson community. This study led to the determination that several positions required reclassification, which includes the Kids Club Site Director.

A review of the City Recreation job classification specifications was conducted in an effort to determine which specs best illustrated and described the essential job duties for the position. The Department has determined that the Kids Club Coordinator II job classification specification best represents the essential job duties and required knowledge, skills and abilities for the Kids Club Director position. The Department has made the necessary modifications to the job specifications to reflect the Kids Club position. There have been several Meet and Confer meetings with AFSCME 809 President Ana Meni and Vice President Lima Tuuu. AFSCME 809 does not agree with staff's recommendation and is requesting a reclassification to a Recreation Program Supervisor, Salary Range 346, (\$5,504 - \$7,016) (Exhibit 4).

In accordance with the City's Municipal Code, classification specifications must be approved by the City Council in order to establish the job title, essential job duties, knowledge, skills and abilities and qualification guidelines that are required for each position. This new job classification of Kids Club Coordinator I and II is being presented to the City Council for adoption, as well as, reclassification of the current Kids Club Site Director to the new Kids Club Coordinator II job classification.

## **V. FISCAL IMPACT**

The increase in salary for the current Kids Club Site Director will be approximately \$5,094 for fiscal year 2018-2019 at Salary Range 343, Step A and will be absorbed within the current budget.

## **VI. EXHIBITS**

1. Kids Club Site Director Job Classification Specifications  
(pgs. 4-5)
2. Resolution No. 18-053 (pgs. 6-7)
3. Kids Club Coordinator I and II Job Classification Specifications (pgs.8-15)
4. Recreation Program Supervisor Job Classification (pgs.16-17)

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