



Agenda Report

MEETING DATE: Wednesday, April 21, 2021

TO: Personnel Commission

FROM: PARKS & COMMUNITY SERVICES DIRECTOR CALUBAQUIB

SUBJECT: UPDATED PARKS AND COMMUNITY SERVICES DEPARTMENT
JOB DESCRIPTIONS AND SALARY RANGES

STATEMENT OF ISSUES:

Updated job descriptions for positions in the Parks and Community Services Department are proposed to include current duties, employment standards, experience, requirements and salary ranges.

RECOMMENDED ACTION:

It is recommended that the Personnel Commission recommend that the City Council adopt the following proposed job descriptions and/or salary ranges for positions in the Parks and Community Services Department:

- Park Maintenance Worker I
- Park Maintenance Worker II
- Senior Park Maintenance Worker
- Recreation Specialist
- Recreation Coordinator
- Rec Facilities Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Older Adult Services Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
- Recreation Superintendent
- Assistant Parks and Community Services Director
- Parks and Community Services Director

DISCUSSION:

Job Descriptions

The job descriptions for most positions in the Parks and Community Services Department have not been updated for several decades. The proposed job descriptions update the duties, employment standards, training and experience required of today's parks and recreation professionals. Many of the job descriptions are outdated and must be updated to include minimum qualifications that reflect current industry standards in certifications, education and expertise. Furthermore, the job duties of these positions have evolved in scope and duties over time with the implementation of new technologies or changes in operations. These job descriptions were reviewed with the associated bargaining units for each position.

No revisions are proposed for the following job descriptions:

- Rec Facilities Coordinator – Position has not been filled in many years.
- Older Adult Services Supervisor – Job description was created and adopted in 2019.

Salary Ranges

Changes to salary ranges are proposed for the following positions:

- Recreation Specialist
- Recreation Coordinator
- Rec Facilities Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Older Adult Services Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
- Recreation Superintendent
- Assistant Parks and Community Services Director

Because the job descriptions for the positions included in this report have not been revised in several decades, the current duties and requirements of these positions have not been documented and reflected in them for years. The proposed salary ranges bring these positions in line with other positions within the City with similar duties and requirements. It is proposed that the salary range for the Recreation Coordinator position match that of the City's Environmental Science Workshop Coordinator position. The salary ranges for positions hierarchically above the Coordinator position (Supervisors, Managers, Superintendents, Assistant Director) are proposed to be spaced 12.5% above the position below as the salaries for most City positions in a series are spaced between 10-15% apart. It is proposed that the Recreation Specialist salary be set at 15% below the Recreation Coordinator salary.

It is proposed that new steps beyond the current top step be added to the salary ranges for these positions, with the new top step equal to the top step of the new salary. Steps below the new top step will be adjusted accordingly and employees will be placed in the new step that most closely matches, but that is not less than, their current salary.

Changes to salary ranges are *not* proposed for the following positions:

- Parks Maintenance Worker I
- Parks Maintenance Worker II
- Senior Parks Maintenance Worker
- Parks and Community Services Director

The positions in the Parks Maintenance Worker series are part of Operating Engineers Local No. 3 (OE3). Salary ranges for these positions were adjusted through the recently adopted (January 2021) OE3 Memorandum of Understanding, bringing them in line with the comparable Utility Worker series. The salary for the Parks and Community Services Director position is banded with other positions in the Executive Team Unit and no changes are proposed at this time.

The following chart summarizes positions for which updated job descriptions and salary ranges are proposed.

Position	Current Hourly Salary	Current Monthly Salary	Proposed Hourly Salary	Proposed Monthly Salary
Park Maintenance Worker I	\$19.14-\$25.65	\$3317-\$4445	No change	No change
Park Maintenance Worker II	\$21.19-\$28.39	\$3672-\$4921	No change	No change
Senior Park Maintenance Worker	\$23.27-\$31.18	\$4033-\$5404	No change	No change
Recreation Specialist	\$21.10-\$28.28	\$3657-\$4901	\$24.67-\$33.06	\$4276-5730
Recreation Coordinator	\$25.25-\$34.23	\$4427-\$5933	\$29.02-\$38.89	\$5030-6741
Rec Facilities Coordinator	\$25.25-\$34.23	\$4427-\$5933	\$29.02-\$38.89	\$5030-\$6741
Parks Maintenance Supervisor	\$29.24-\$39.19	\$5068-\$6792	\$32.65-\$43.75	\$5659-\$7584
Recreation Supervisor	\$29.31-\$39.28	\$5080-\$6808	\$32.65-\$43.75	\$5659-\$7584
Older Adult Services Supervisor	\$29.31-\$39.28	\$5080-\$6808	\$32.65-\$43.75	\$5659-\$7584
Park Services Manager	\$32.16-\$43.09	\$5573-\$7469	\$36.73-\$49.22	\$6366-\$8532
Recreation Services Manager	\$32.26-\$43.23	\$5591-\$7492	\$36.73-\$49.22	\$6366-\$8532
Parks Superintendent	\$36.87-\$49.41	\$6391-\$8564	\$41.32-\$55.37	\$7162-\$9598
Recreation Superintendent	\$36.87-\$49.41	\$6391-\$8564	\$41.32-\$55.37	\$7162-\$9598

Assistant Parks and Community Services Director	\$44.91-\$60.18	\$7783-\$10430	\$46.49-\$62.29	\$8507-\$10798
Parks and Community Services Director	\$62.87-\$84.26	\$10897-\$14604	No change	No change

STRATEGIC PLAN:

Community Engagement & Well-Being and 06-Public Safety - It is anticipated that the proposed job descriptions and salary ranges will assist the City in recruiting and retaining quality parks and recreation employees

FINANCIAL IMPACT:

It is proposed that new steps beyond the current top step be added to the salary ranges for these positions, with the new top step equal to the top step of the new salary. Steps below the new top step will be adjusted accordingly and employees will be placed in the new step that most closely matches, but that is not less than, their current salary.

The estimated financial impact of these changes, factoring for current employees, is as follows and, if approved, will be included in the FY 21-22/22-23 budget:

- FY 21-22: \$35,420
- FY 22-23: \$32,134

ALTERNATIVE ACTION:

Alternatively, the Personnel Commission could recommend the adoption of some or none of the proposed job descriptions and salary ranges.

ATTACHMENTS AND/OR REFERENCES (If any):

Proposed Job Descriptions for:

- Park Maintenance Worker I
- Park Maintenance Worker II
- Senior Park Maintenance Worker
- Recreation Specialist
- Recreation Coordinator
- Park Maintenance Supervisor
- Recreation Supervisor
- Park Services Manager
- Recreation Services Manager
- Parks Superintendent
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- Assistant Parks and Community Services Director
- Parks and Community Services Director