

APPROVED

REPORT OF GENERAL MANAGER

NO. 12-242

DATE August 8, 2012

AUG 08 2012
BOARD OF RECREATION
& PARK COMMISSIONERS

C.D. All

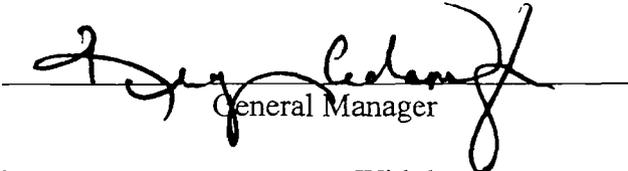
BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10355 – SECTION 1D
(SUBSTITUTE POSITIONS)

R. Adams _____
*H. Fujita _____
V. Israel _____



K. Regan _____
M. Shull _____
N. Williams _____


General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10355 effective immediately as follows:

Section 1D – Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>
1	9241	Assistant General Manager Recreation and Parks

SUMMARY:

The Department of Recreation and Parks (RAP) operates one of the largest park systems in the United States and provides over 15,700 acres of parkland and open space for residents and visitors of Los Angeles to enjoy. The 427 parks and facilities operated by RAP are home to 368 play grounds, 321 tennis courts, 256 ball fields, 184 recreation centers, 61 swimming pools, 56 soccer fields, 31 senior centers, 18 skate parks, 13 golf courses, 12 museums, 11 lakes, nine (9) dog parks, and seven (7) camps. It requires an extraordinary workforce to maintain and operate an aging park system serving over four (4) million people.

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In addition to 1,428 full-time regular authority positions, RAP's Fiscal Year (FY) 2012-13 Personnel Resolution authorizes 332 full-time substitute, in-lieu, and special funded positions. The diversity of classifications to which these positions are allocated is unsurpassed within the City. In addition RAP employs nearly 5,400 part-time employees who supplement the full-time work force. Despite the size of this workforce only about one percent (1%) of RAP's authorized positions can be considered senior management positions. Nonetheless, RAP has lost senior management positions in recent years: A Superintendent of Recreation and Parks Operations was lost in the FY 2010-11 budget, and a Chief Management Analyst was lost in the FY 2012-13 budget.

Over the last two (2) years, RAP has been engaged in streamlining and centralizing its operations to cope with staffing losses resulting from the Early Retirement Incentive Program and other attrition. A major part of this effort resulted in bringing nearly 900 full-time employees and 700 part-time employees responsible for construction, maintenance and planning services under a single branch. The primary goal of this effort was to ensure that plans and designs for new and renovated parks reduce maintenance costs going forward through a collaborative approach and mindful planning. The effort undertaken to create a seamless transition from the planning to construction to maintenance stage of every project was unprecedented in RAP's history.

Today RAP is authorized three (3) Assistant General Manager Recreation and Parks (Assistant General Manager), Class Code 9241, positions. This has allowed RAP to assign an Assistant General Manager to oversee RAP's recreational operations branch, an Assistant General Manager to oversee RAP's partnership branch, and an Assistant General Manager to be the Executive Officer.

While a Senior Civil Engineer/Project Manager III is currently overseeing the construction, maintenance, and planning operations branch of RAP, a fourth Assistant General Manager is needed in order to make the increasingly difficult executive decisions on allocating limited resources to address competing needs and deferred maintenance issues, and provide the appropriate level of authority to the branch's nearly 900 full-time and 700 part-time employees. A Superintendent of Recreation and Parks Operations, assigned the responsibility for all grounds maintenance, currently reports to the Senior Civil Engineer/Project Manager III. The salaries for the two classifications, however, are comparable: The top annual salary for a Senior Civil Engineer/Project Manager III is about \$158,688, and the top annual salary for a Superintendent of Recreation and Parks Operations is about \$159,769. This is not an equitable situation. A Superintendent of Recreation and Parks Operations should appropriately be reporting to an Assistant General Manager. Staff has reviewed the matter and concluded that an Assistant General Manager is necessary to ensure the financial sustainability of the construction, maintenance, and planning operations branch, especially considering that RAP's largest expenditure is on maintenance and nearly half-a-billion dollars (\$500,000,000) in RAP capital projects are in development or underway.

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A position description that provides further detail and describes the duties to be assigned the position has been attached for the Board’s review. Management believes that without this position RAP will devolve back into operations where resources are divided, the highest priorities are not attacked from a central point of command, and there is no appropriate level of accountability for planning outcomes.

It is noteworthy that one (1) additional position of Assistant General Manager Recreation and Parks was authorized in RAP’s FY 2009-10 budget by approval of the Mayor and City Council. The Personnel Department then began reviewing the duties and responsibilities of the new position in order to recommend a classification action to the Board of Civil Service Commissioners. This review was not completed and the position was dropped in RAP’s subsequent budgets.

Although RAP has lost hundreds of regular authority positions over the past few years, RAP is still one of the larger City departments and having a total authority of four (4) Assistant General Manager positions would be well in line with what other City departments are currently authorized. To illustrate:

<u>Department</u>	<u>No. of AGM authorities*</u>	<u>No. of regular FT authorities*</u>	<u>Ratio of AGM to regular FT authorities</u>
City Administrative Officer	3 (Asst. CAOs)	108	1:36
Community Development	2	192	1:96
Convention Center	2	122	1:61
General Services	4	1,261	1:315
Housing	2	528	1:264
Information Technology Agency	3	451	1:150
Personnel	3	472	1:157
Planning	3 (Deputy Directors)	235	1:78
Transportation	4	1,303	1:325
Recreation and Parks	3	1,428	1:476
Recreation and Parks	4 (proposed)	1,428	1:357 (proposed)

*This information was obtained from Volumes I and II of the “Supplemental to the 2012-2013 Proposed Budget” (aka Blue Book).

Upon approval of this Board Report, an additional position of Assistant General Manager Recreation and Parks will be established in substitute authority in RAP’s Personnel Resolution. Thereafter, staff will request that the Mayor and Council exempt the new position under the provisions of the City Charter, and will request that the Personnel Department review the new position for classification

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allocation by the Board of Civil Service Commissioners. If all these subsequent approvals are successfully received an exemption by the Managed Hiring Committee will be sought allowing RAP to fill the position.

This report has been reviewed by staff of the City Administrative Officer.

FISCAL IMPACT STATEMENT:

The top annual salary of an Assistant General Manager Recreation and Parks is about \$182,983. It is anticipated that the salary of this position will be funded mainly from salary savings derived from holding general funded positions vacant. In addition, the salary of this position will be partially recovered through special funded projects.

Prepared by Harold T. Fujita, Director, Human Resources Division.