

APPROVED

JUL 17 2019

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 19-141

DATE July 17, 2019

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10547 – SECTION 1A
(REGULAR AUTHORITY POSITIONS)

AP Diaz



S. Piña-Cortez _____

*H. Fujita

C. Santo Domingo _____

V. Israel

N. Williams _____



General Manager

Approved X

Disapproved _____

Withdrawn _____

RECOMMENDATION

Amend Personnel Resolution No. 10547 effective immediately as follows:

Section 1A – Regular Authority Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification</u>
1	1117-2	Executive Administrative Assistant II

Delete

<u>No.</u>	<u>Code</u>	<u>Classification</u>
1	1116	Secretary

SUMMARY

The Department of Recreation and Parks (RAP) staff recommends the Board of Recreation and Park Commissioners (Board) establish an additional position of Executive Administrative Assistant II. Department heads (i.e., General Managers) and assistant department heads (i.e., Assistant General Managers or AGMs) in the City are normally provided an Executive Administrative Assistant for administrative support. RAP is authorized four (4) positions of Assistant General Manager Recreation & Parks, Code 9241. Currently, RAP lacks the authority to provide each AGM an Executive Administrative Assistant II. Therefore, it is recommended the Board establish an additional Executive Administrative Assistant II, Code 1117-2, position to ensure all the AGMs in RAP receive the same and appropriate level of administrative support.

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

FISCAL IMPACT STATEMENT

Staff of the Personnel Department reviewed the duties to be assigned the new Executive Administrative Assistant position and determined the duties are appropriate to that classification. On June 13, 2019, the Board of Civil Service Commissioners approved reallocating a position of Secretary within RAP to the classification of Executive Administrative Assistant (CSC No. 3275).

The top annual salary of an Executive Administrative Assistant II is currently Eighty-Eight Thousand, Six Hundred Ninety-Eight Dollars and Twenty-Four Cents (\$88,698.24). The top annual salary of a Secretary is currently Seventy-Three Thousand, Six Hundred Eighty-Five Dollars and Fifty-Two Cents (\$73,685.52). Approval of this Board Report will have minimal impact on RAP's General Fund given the bulk of the direct salary of the Executive Administrative Assistant II position will be funded by the budgeted Secretary position until such time the reallocation of the position is captured in RAP's budget.

STRATEGIC PLAN

Approval of this Board Report will have no impact on RAP's Strategic Plan as there will be no net increase in the number of full-time regular authority positions:

Goal No. 7: Maintain a Diverse and Dynamic Workforce

Outcome No. 2: Development and retention of a workforce that meets the park system's public service and management needs

Key Metric: Number of full-time regular authority positions

Target: 1,720 by 2022

Result: the current number of full-time regular authority positions (1,537) will not change

This Report was prepared by Harold T. Fujita, Director, Human Resources Division.