



Staff Report

RESOLUTION AUTHORIZING NEW CLASSIFICATIONS AND SALARY RANGES FOR RECREATION MANAGER AND PARKS MANAGER POSITIONS

Honorable Mayor and Council Members:

Summary

Staff recommends that the City Council adopt the attached resolution authorizing the new classifications and salary ranges for Recreation Manager and Parks Manager positions.

Background

Last fiscal year, the former Parks and Recreation Director proposed restructuring the Parks and Recreation Divisions to upgrade one Recreation Supervisor position and the Parks Supervisor position to division manager classifications. At your regular meeting of August 14, 2007, the City Manager presented an informational report regarding new staff position requests, reclassifications and departmental reorganizations. Included in the report was the creation of new Recreation and Parks Division Manager classifications.

Discussion

The Parks and Recreation Department is composed of two divisions: Recreation and Parks. Due to budget cuts in 2003, the Department's Recreation Superintendent retired and the position was left unfilled as part of the Department's budget reductions. A new Director was hired in July of 2006, and was tasked with evaluating the staffing levels and the Department's overall structure. After six (6) months of discussions with staff, commissioners and community members, it was evident that the Department's structure was not functioning efficiently or up to its capacity.

The current staffing levels consist of the following regular positions, excluding temporary casual and seasonal employees (please see attached organization chart):

Recreation Division

- Recreation Supervisors (3.65)
- Recreation Coordinator (1)
- Day Care Teachers (4.25)
- Administrative Assistant (1)
- Office Assistant (1)

Parks Division

- Parks Supervisor (1)
- Senior Parks Maintenance Worker (1)
- Senior Parks Facilities Worker (1)
- Park Maintenance Workers I/II (7)

The reporting structure currently has eight (8) direct staff members reporting to the Parks and Recreation Director. This is not an ideal span-of-control reporting situation. The Director recommended that the Department establish a more effective and efficient reporting structure by upgrading one of the Recreation Supervisor positions and the existing Parks Supervisor position to Division Manager classifications. This would help free up additional time for the Director to spend on managing the Department, developing and implementing strategic planning initiatives and improving community services and programs.

If the proposed reclassifications are approved, the new Recreation Manager classification will replace one Recreation Supervisor position and the new Parks Manager classification will replace the Parks Supervisor position when the incumbent retires in December.

Should these reclassifications be approved by the Council, the Human Resources Department will conduct an internal promotional recruitment to fill each position.

In order to develop a proposed salary range, staff performed a market median salary survey of the MMCEA compensation cities (see attached salary surveys). Listed below are the proposed salary ranges. The estimated additional cost this fiscal year for both positions is approximately \$18,000.

Recreation Manager

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
6,148	6,455	6,778	7,116	7,472	7,846

Parks Manager

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
6,148	6,455	6,778	7,116	7,472	7,846

Staff has met and conferred with MMCEA on the proposed new classifications and salary ranges. MMCEA supports both new classifications.

General Plan/Vision Statement

There is no impact to the General Plan/Vision Statement.

Fiscal Impact

The estimated cost for the new Recreation Manager and Parks Manager classifications this fiscal

year is approximately \$18,000. This cost was incorporated into the FY 2007/08 adopted budget.

Public Contact

Posting of the City Council agenda. A copy of the report was also provided to the Mid-Management and Confidential Employees Association (MMCEA).

Recommendation

It is recommended that the Council adopt the attached resolution authorizing the new classifications and salary ranges for Recreation Manager and Parks Manager positions.

Alternatives

1. Do not approve the new classifications and salary ranges.
2. Provide direction to staff.
3. Take no action at this time.

Attachments

- A. Resolution authorizing new classifications and salary ranges for Recreation Manager and Parks Manager positions.
- B. Parks and Recreation Department organization chart
- C. Recreation Manager and Parks Manager salary surveys
- D. Recreation Manager and Parks Manager job descriptions

Respectfully submitted,

Gregory L. Sam
Human Resources Director

Jack R. Crist
City Manager

Staff Contact:

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RESOLUTION NO. _____

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT
AUTHORIZING NEW CLASSIFICATIONS AND SALARY RANGES FOR
RECREATION MANAGER AND PARKS MANAGER POSITIONS**

WHEREAS, on August 14, 2007, the City Manager presented an informational report to the Council regarding potential new staff position requests, reclassifications and departmental reorganizations; and

WHEREAS, as part of the informational report, the Parks and Recreation Director proposed upgrading one Recreation Supervisor position and the Parks Supervisor position to Recreation Manager and Parks Manager classifications respectively to establish a more effective and efficient reporting structure after analysis revealed that the Department’s organizational structure was not functioning efficiently or up to its capacity; and

WHEREAS, the proposed restructure would help free up additional time for the Parks and Recreation Director to spend on managing the Department, developing and implementing strategic planning initiatives and improving parks and recreation services and programs; and

WHEREAS, the Human Resources Department has studied the proposal and recommends creating the new classifications of Recreation Manager and Parks Manager; and

WHEREAS, a salary survey was conducted of the MMCEA survey group to develop a proposed salary range for the new Division Manager positions, and it is recommended that the salary ranges be as follows:

Recreation Manager

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
6,148	6,455	6,778	7,116	7,472	7,846

Parks Manager

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
6,148	6,455	6,778	7,116	7,472	7,846

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Belmont does hereby approve the new classifications and salary ranges for Recreation Manager and Parks Manager positions effective immediately.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a meeting thereof held on September 11, 2007, by the following vote:

AYES, COUNCILMEMBERS: _____

NOES, COUNCILMEMBERS: _____

ABSTAIN, COUNCILMEMBERS: _____

ABSENT, COUNCILMEMBERS: _____

CLERK of the City of Belmont

APPROVED:

MAYOR of the City of Belmont