STAFF REPORT

Meeting Date: November 13, 2012
Agenda Item #

Agency: City of Belmont

Staff Contact: Laura Kirby, Human Resources, (650) 595-7452, lkirby@belmont.gov

Agenda Title: RESOLUTION OF THE CITY COUNCIL APPROVING NEW CLASS SPECIFICATIONS AND EXISTING SALARY RANGES FOR BUILDING ATTENDANT I/II, RECREATION SPECIALIST I/II AND NUTRITION PROGRAM COORDINATOR IN THE PARKS AND RECREATION DEPARTMENT

Agenda Action: Resolution

Recommendation

Staff recommends the City Council adopt the attached resolution approving the new class specifications and salary ranges for Building Attendant I/II, Recreation Specialist I/II and Nutrition Program Coordinator in the Parks and Recreation Department.

Background

The Building Attendant, Recreation Specialist and Nutrition Program Coordinator (previously referred to as Nutrition Site Manager) are long standing and highly utilized positions within the Parks and Recreation Department. Since their inception, over twenty-five (25) years ago, all three of these positions have been without formal class specifications.

Analysis

Current recruitment efforts prompted discussion between Human Resources and Parks and Recreation staff regarding recruitment and staffing of these three positions. The need for formal class specifications was identified as a necessary first step in the respective recruitment efforts. Establishing formal class specifications for these positions will 1) ensure the position duties and job requirements are accurately and fully depicted; 2) provide the basis for valid recruitment plans and employment decisions; and 3) provide a framework to base employment actions (i.e. performance evaluations and disciplinary measures).

Class specifications and job descriptions from other agencies were researched and utilized as aides in drafting the proposed class specifications (Attachments B-D). Additionally, Parks and Recreation staff provided key input pertaining to the duties and requirements specific to the City of Belmont positions.

The Building Attendant, Recreation Specialist and Nutrition Program Coordinator are presently part-time casual unrepresented positions with established salary ranges (referenced in the attached resolution). The costs associated with each of these positions are accounted for in the Parks and Recreation Department FY 13 budget and staffing plan.

Alternatives

1. Do not approve the new job classifications and salary ranges for Building Attendant I/II, Recreation Specialist I/II and Nutrition Program Coordinator.
2. Provide staff with alternative direction.
3. Take no action at this time

Attachments

A. Resolution
B. Building Attendant I/II Class Specification (Exhibit A)
C. Recreation Specialist I/II Class Specification (Exhibit B)
D. Nutrition Program Coordinator Class Specification (Exhibit C)

Fiscal Impact

☒ No Impact/Not Applicable
☐ Funding Source Confirmed:

Source:	**Purpose:**	**Public Outreach:**
☐ Council	☐ Statutory/Contractual Requirement	☒ Posting of Agenda
☒ Staff	☐ Council Vision/Priority	☐ Other*
☐ Citizen Initiated	☒ Discretionary Action	
☐ Other*	☐ Plan Implementation*	

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING NEW CLASS SPECIFICATIONS AND EXISTING SALARY RANGES FOR BUILDING ATTENDANT I/II, RECREATION SPECIALIST I/II AND NUTRITION PROGRAM COORDINATOR IN THE PARKS AND RECREATION DEPARTMENT

WHEREAS, the Building Attendant I/II, Recreation Specialist I/II and Nutrition Program Coordinator are without formal class specifications; and,

WHEREAS, it is a best practice to have a formal class specification to aide in the recruitment, selection and retention of qualified employees; and,

WHEREAS, staff has researched and drafted class specifications for the positions; and,

WHEREAS, the Building Attendant, Recreation Specialist and Nutrition Program Coordinator are currently accounted for in the Parks and Recreation Department budget and staffing plan; and,

WHEREAS, staff proposes the classifications continue to receive the same salary adjustments as given to the employees association to which they correspond per City Council Resolution No. 8313; and,

WHEREAS, the salary ranges for these positions are currently established as follows:

	Step 1	Step 2	Step 3	Step 4	Step 5
Building Attendant I	$9.44	$9.91	$10.41	$10.93	$11.47
Building Attendant II	$11.23	$11.79	$12.38	$13.00	$13.65
Recreation Specialist I	$11.23	$11.79	$12.38	$13.00	$13.65
Recreation Specialist II	$12.73	$13.37	$14.03	$14.74	$15.47
Nutrition Program Coordinator	$12.80	$13.44	$14.11	$14.82	$15.56

NOW, THEREFORE, the City Council of the City of Belmont resolves as follows:

SECTION 1. The Building Attendant I/II, Recreation Specialist I/II and Nutrition Program Coordinator class specifications presented to the City Council and attached hereto as Exhibits “A-C” are approved.

SECTION 2. The proposed salary ranges as stated above are approved.

* * *

ADOPTED November 13, 2012, by the City of Belmont City Council by the following vote:

Ayes:
Noes:
Absent:
Abstain:

ATTEST:

_____
City Clerk

_____
Mayor

APPROVED AS TO FORM:

_____
City Attorney

CITY OF BELMONT
ADOPTED CC: Pending
CASUAL - NON REPRESENTED
NON-EXEMPT

BUILDING ATTENDANT I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Perform a variety of duties associated with providing support to users of City facilities.

SUPERVISION RECEIVED

Receives functional and technical supervision from the Recreation Coordinator. May receive general supervision from higher level department personnel.

DISTINGUISHING CHARACTERISTICS

Building Attendant I – This is the entry level class in the Building Attendant series. Incumbents in this class work under close supervision. As experience is gained incumbents may be granted more independence of action under established guidelines.

Building Attendant II – This is the journey level class in the Building Attendant series. Incumbents are expected to work independently in the absence of close supervision.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential Functions and other important responsibilities and duties may include, but are not limited to, the following*:*

- Perform the physical set up and breakdown for events held at City facilities including: positioning chairs, tables, and other equipment according to specifications for event.
- Opening and closing of facility including arming/disarming alarm system.
- General supervision of facilities during meetings, social events, and community use.
- Provide customer service during events by orienting users, answering questions and resolving problems.
- Assure facility use is in compliance with facility use rules and regulations.
- Follow City policies in the event of an emergency or security problem.
- Perform minor cleaning as needed including: restroom cleaning, mopping, dusting and garbage removal.

Building Attendant II -Marginal Functions:

- Assist with processing class registration.
- Assist Parks and Recreation office with front office coverage and routine office tasks.
- Perform minor up-keep of facilities including: replacing light bulbs and basic maintenance as required.

QUALIFICATIONS

Pending City Council Approval

Knowledge of:

- Safe work practices.
- Modern office equipment including computer equipment and applicable software applications.
- Equipment and materials used in public facilities (examples: custodial products, commercial furniture, microphones, audio/visual equipment).

Ability to:

- Follow oral and written directions.
- Communicate effectively both orally and in writing.
- Work variable hours, including morning, late evenings, weekends and holidays.
- Read diagrams for event set ups.
- Ensure safety and security of buildings.

Experience and Training Guidelines:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Building Attendant I

Experience:

No experience necessary. Previous experience working with public desirable.

Training:

Completion of High School or equivalent.

Building Attendant II

In addition to the experience and training for Building Attendant I:

Experience:

At least one year of experience as a Building Attendant I, or equivalent.

Licenses and Certificates:

- Possession of, or ability to obtain, an appropriate, valid California Driver's License.
- CPR-AED and First Aid certification desirable.

WORKING CONDITIONS

Primarily inside work. Some outside work includes posting marketing materials for City activities and events in community bulletin boards, monitoring grounds around City facilities, parking areas and outside areas of City facilities. May be required to use a car to travel from one facility to another. Includes exposure to unsanitary conditions, odors, cleaning chemicals and noise.

Physical Demands:

Includes light to moderate (up to 40 pounds) lifting; pushing, pulling, sitting, crawling, climbing; walking on slippery surfaces; prolonged periods of standing; lifting above shoulders; bending, stooping and squatting; carrying and working off of ladder.

Pending City Council Approval

CITY OF BELMONT
ADOPTED CC: Pending
CASUAL - NON REPRESENTED
NON-EXEMPT

NUTRITION PROGRAM COORDINATOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction, assist in the administration, planning and coordination of all activities related to the assigned area's nutrition program; to supervise and train support staff; and assist in the evaluation and implementation of current and new program services.

SUPERVISION RECEIVED

Receives general direction from higher level department personnel.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

- Oversee nutrition program volunteers; including recruitment, placement, supervision and training of volunteers and volunteer recognition.
- Facilitate and promote customer satisfaction among program attendees utilizing positive customer service.
- Ensure program works within the state and county guidelines for food preparation and serving.
- Attend quarterly site manager meetings.
- Maintains records and reports as required by the City and County.
- Publicizes programs and services.
- Order meals and necessary supplies.
- Checks food deliveries, including temperature of food.
- Maintains required statistical data and necessary records related to food supply, delivery, ordering, distribution, and inventory.
- Participate in planning, organizing, and staffing nutrition site program activities and services.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles.
- Safety and health practices, procedures and regulations.
- Inventory and supply practices.
- Modern office practices and procedures.
- Customer service principles.

Pending City Council Approval

Ability to:

- Communicate effectively both verbally and in writing.
- Communicate and work effectively with all ages.
- Work independently and cooperatively with staff, volunteers and clients.
- Supervise and train volunteers.
- Keep accurate records.
- Assist in the preparation of reports.
- Assist with emergencies in a calm and effective manner.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

A minimum of one year of supervisory experience in nutrition program management, recreation or a related field.

Training:

High School Diploma or equivalent. CPR/AED and First Aid Certification desirable.

WORKING CONDITIONS

Physical Demands:

- Ability to walk, stoop and squat as needed.
- Ability to lift and carry in excess of 20 pounds on a regular basis.
- Perform fine motor manipulation such as keyboarding and writing.

Pending City Council Approval

CITY OF BELMONT
ADOPTED CC: PENDING
CASUAL - NON REPRESENTED
NON-EXEMPT

RECREATION SPECIALIST I/II

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision, performs a wide variety of duties related to the organization, coordination and promotion of a major function, activity or phase of a recreation program, and performs related work as required.

SUPERVISION RECEIVED

Receives general direction from higher level department staff.

DISTINGUISHING CHARACTERISTICS

Recreation Specialist I - This is the entry level class in the Recreation Specialist series. Incumbents in this class work under close supervision.

Recreation Specialist II – This is the journey level class in the Recreation Specialist series. This class is distinguished from the Recreation Specialist I class by the performance of duties involving a greater degree of responsibility and initiative.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Organizes, coordinates and monitors activities and performs a variety of duties related to recreation programs, department facilities, after school and seasonal programs and events.
- Directs, leads, trains, schedules and monitors the work of assigned staff.
- Acts as a liaison between the department and the community providing information to the community and responding to inquiries and requests from the public.
- Researches program needs and makes recommendations for new/revised programs.
- Opens and secures facilities for special and regularly occurring activities and programs; monitors facility/site usage as needed.
- Works with community organizations to generate interest in Parks and Recreation programs.

QUALIFICATIONS

Pending City Council Approval

Knowledge of:

- Recreation principles and practices.
- Promotion techniques using social media and other marketing tools.
- Policies and procedures related to assigned area.
- Community organizations and resources related to the assigned area.
- Customer service techniques.
- Principles and techniques of planning activities and events for all ages.

Ability to:

- Communicate clearly and concisely both orally and in writing.
- Understand and carry out oral and written instructions.
- Operate a personal computer and use applicable software to maintain records, prepare reports, develop electronic surveys, and draft flyers and other publications.
- Learn, understand and apply applicable policies and procedures.
- Establish and maintain effective relationships with those contacted in the course of work.
- Lead, train, and supervise assigned staff.
- Lift and move a variety of equipment and supplies weighing 50 pounds or less.
- Drive a vehicle on City business.
- Work flexible hours, including weekends, evenings, and holidays. .

Experience and Training Guidelines:

Recreation Specialist I:

Experience: Previous experience working with the public. One year of experience working in recreation or related field desirable.

Training: Completion of high school or equivalent supplemented by a minimum of 60 units of college coursework in recreation, marketing or related field.

Recreation Specialist II:

Experience: One year of increasingly responsible experience as a Recreation Specialist I or equivalent position.

Training: Completion of high school or equivalent supplemented by a minimum of 60 units of college coursework in recreation, marketing or related field. College degree in recreation or related field desirable.

Pending City Council Approval

Licenses and Certificates:

- Possession of, or ability to obtain, an appropriate, valid California Driver's License.
- CPR-AED and First Aid certification desirable.

WORKING CONDITIONS

Works is performed in a recreation facility or field locations. Incumbent will be required to work outdoors form time to time and may be exposed to the elements. An incumbent must be able to meet the physical requirements of the class and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed. Incumbent frequently uses a computer, keyboard and related equipment. Drives a vehicle on City business. Lifts and carries equipment and supplies weighing 50 pounds or less.