

REPORT OF GENERAL MANAGER

NO. 05-07

DATE January 5, 2005

CD _____

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10075 --SECTION 1E
SPECIAL FUNDED POSITIONS

K. Chan
*H. Fujita
F. Mok

MF

J. Combs _____
J. Kolb _____
G. Stigile _____

[Handwritten Signature]

General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10075 effective immediately as follows:

Section 1E – Special Funded Positions

Add

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>	<u>MOU</u>
1	9184-2	Management Analyst II – Summer Food Service Program	1

Delete

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1542	Project Assistant	1

SUMMARY:

The change to Section 1E – Special Funded Positions is recommended to address the Personnel Department's determination that the duties and responsibilities of one Project Assistant more accurately reflect those of a Management Analyst II. Historically, the Project Assistant position has been filled by a Management Analyst, but has been overlooked in the Personnel Resolution. The Management Analyst II oversees the Summer Food Service Program, supervises staff, monitors sites,

REPORT OF GENERAL MANAGER

PG. 2

NO. 05-07

prepares annual subsidy applications, and oversees the program budget. The additional annual salary cost of \$20,859 is covered by federal grant.

This Board Report has been reviewed and approved by staff of the City Administrative Office.

Prepared by Julie Cuttrell