

APPROVED

MAR 15 2006

BOARD OF RECREATION
and PARK COMMISSIONERS

REPORT OF GENERAL MANAGER

NO. 06-69

DATE March 15, 2006

C.D. Various

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10122 – SECTION 1A (REGULAR POSITIONS), SECTION 1D (SUBSTITUTE POSITIONS), AND SECTION 1F (SPECIAL FUNDED POSITIONS)

J. Combs _____
S. Huntley _____
J. Kolb _____
K. Regan _____

*H. Fujita [Signature]
B. Jensen _____
F. Mok _____
M. Shull _____

Approved as amended

Disapproved _____

Withdrawn _____

[Signature]
General Manager

RECOMMENDATION:

That the Board act to amend Personnel Resolution No. 10122 effective immediately as follows:

Section 1A – Regular Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	2469	Recreation Coordinator	11
1	3112	Maintenance Laborer	04

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1542	Project Assistant	01
1	3113-2	Vocational Worker II	04

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Section 1D – Substitute Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification and Location</u>
1	1431-3	Programmer Analyst III – Finance Division
1	1542	Project Assistant – Project Assistant

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification and Location</u>
8	1461-3	Communications Operator III – Security Consolidation
2	1467-2	Senior Comm. Operator II – Security Consolidation
28	1966	Park Ranger – Security Consolidation
1	1967-1	Senior Park Ranger I – CLASS Parks
1	1967-2	Senior Park Ranger II – Park Ranger

Section 1F – Special Funded Positions:

1. ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
6	1513-2	Accountant II/Regions and Finance Division/MRP
1	1523-1	Senior Accountant I/Finance Division/MRP

2. DELETE

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	9184-2	Management Analyst II - Grants - CDBG

amended

SUMMARY:

Section 1A – Regular Positions

On February 9, 2006, the Civil Service Commission reallocated one (1) position of Project Assistant to that of Recreation Coordinator, Class Code 2469. The position provides program support to the Department's Los Angeles Youth Academy (LAYAC). Staff of the Personnel Department's

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Classification Division reviewed the duties of the position, found them to be more appropriate to the classification of Recreation Coordinator, and recommended the reallocation of the position. That same day, the Civil Service Commission acted to reallocate one (1) position of Vocational Worker to that of Maintenance Laborer, Class Code 3112. That position is assigned to the Playground Installation and Repair Section and its duties were reviewed and found to be appropriate to the Maintenance Laborer classification.

Section 1D – Substitute Positions

It has been determined that a Programmer Analyst is the appropriate classification needed to support the growing needs of the systems group.

The management of Operations East has identified a need for a Project Assistant to staff and expand the operations of the Visitor's Center at the Griffith Park Ranger Station.

The positions being recommended for deletion in this section result from the creation of the new Office of Public Safety (OPS) in the General Services Department (GSD) effective February 19, 2006. Effective that date, the provision of law enforcement and security within all park property under the jurisdiction of the Board of Recreation and Parks Commissioners became the primary responsibility of GSD's OPS. See Board Report No. 05-166.

Section 1F – Special Funded Positions:

In November 2005, the City Controller released a financial audit addressing various issues within the Municipal Recreation Program (MRP) that the Department must address. The MRP must be revamped to accommodate and match its future role in the Department. To assist in this effort, seven (7) new positions are recommended. Management is proposing to create a position of Accountant II, Class Code 1513-2, to work in each of the five (5) regions (Griffith, Metro, Pacific, Valley and West) of the Department, and one (1) additional position of Accountant II in the Finance Division. In addition, Management proposes to create one (1) position of Senior Accountant II, Class Code 1523-2, within the Finance Division to oversee these Accountants in this new function.

The special funds that previously funded a Management Analyst II position are no longer available due to the reduction of Community Development Block Grant funding. Therefore, that Management Analyst II position (position no. 8107) is being deleted.

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FISCAL IMPACT STATEMENT:

Section 1A – Regular Positions

The reallocation of the Project Assistant position to that of Recreation Coordinator will generate a small amount of salary savings as the maximum annual salary of a Recreation Coordinator (\$49,590) is slightly less than that of a Project Assistant (\$51,156).

Funding of \$3,190 will be needed to cover three (3) months of salary in the current fiscal year for the Maintenance Laborer position, and funding of \$12,578 will be needed for Fiscal Year 2006-07. This funding will come from salary savings. The position should be fully funded in the Department's Fiscal Year ~~2006-07~~ ²⁰⁰⁷⁻⁰⁸ budget.

Section 1D – Substitute Positions

The Finance Division has committed to hiring an Applications Programmer in lieu of the Programmer Analyst III position. It will fund the salary of the Applications Programmer (top annual salary of \$60,531.12) by not filling three (3) Administrative Intern positions. These Administrative Intern vacancies will generate about \$53,117 in salary savings. The balance or salary deficit of approximately \$7,000 that is necessary to fully cover the salary of an Applications Programmer will come from departmental salary savings.

Operations East will fund the Project Assistant position through salary savings generated by holding one (1) regular position of Building Repairer II (position no.1720), Class Code 3333-2, vacant. The top annual salary of a Building Repairer II is \$50,362.56, and the top annual salary of a Project Assistant is \$51,156. The balance or salary deficit of approximately \$800 that is necessary to fully fund the Project Assistant position will come from departmental salary savings.

Section 1F – Special Funded Positions

Funding has been identified within the Municipal Recreation Program Fund 301, Department 88, to cover these positions. Funding of \$100,563 will be needed to cover three (3) months in the current fiscal year and \$410,298 will be needed to cover annual salaries starting in Fiscal Year 2006-07. These positions' salaries will not affect the Department's regular operating budget.

Staff of the City Administrative Officer has reviewed this Board Report.

Prepared by James Schiffhauer, Senior Personnel Analyst I, Human Resources Division.