

# APPROVED

DEC 12 2018

BOARD REPORT

BOARD OF RECREATION  
AND PARK COMMISSIONERS

NO. 18-240

DATE December 12, 2018

C.D. All

**BOARD OF RECREATION AND PARK COMMISSIONERS**

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10525 – SECTION 1H  
(OTHER SPECIAL FUNDED POSITIONS)

AP Diaz	_____	V. Israel	_____
R. Barajas		S. Pifia-Cortez	_____
*H. Fujita	_____	N. Williams	_____



General Manager

Approved X

Disapproved \_\_\_\_\_

Withdrawn \_\_\_\_\_

RECOMMENDATION

Amend Personnel Resolution No. 10525 effective immediately as follows:

Section 1H – Other Special Funded Positions

Delete

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1537	Project Coordinator – Finance – Measure A
1	1538	Senior Project Coordinator – Kinship Care Program – Aging Grant

Add

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	1537	Project Coordinator – Finance – Measure A and Proposition 68
1	1538	Senior Project Coordinator – Finance – Measure A and Proposition 68
2	9182	Chief Management Analyst (1) Cabrillo Aquarium – Proposition 68 (1) Finance Division – Measure A and Proposition 68

SUMMARY

The Board of Recreation and Park Commissioners (Board) established a position of Project Coordinator at the start of Fiscal Year 2017-18, the funding source of which needs to be amended to read "Measure A and Proposition 68."

When the Department of Recreation and Parks (RAP) was assigned the responsibility of overseeing the Los Angeles Citywide Kinship Care Program in 2002, the Board established a position of Senior Project Coordinator funded by a grant administered by the Department of

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Aging (Report No. 02-175). The Senior Project Coordinator position was vacated when the grant funding expired. Management wishes to resurrect the position and have it carry out work in support of projects funded by Measure A and Proposition 68. In addition to the positions needed for project coordination, executive management has identified the need for two (2) Chief Management Analyst positions.

One Chief Management Analyst position is needed to oversee the grants management, budget, and administrative operation of the Cabrillo Marine Aquarium (CMA), the duties of which include overseeing and managing \$30M in capital improvement projects as envisioned by the CMA Master Plan and funded by Proposition 68 and other funding sources; reviewing and editing grant proposals for CMA projects; reviewing and finalizing Board Reports, letters of agreement, leases, permits (including rights of entry), official correspondence, and other CMA-related documents; monitoring and reporting on the 55 positions assigned to CMA and the surrounding area, the direct cost of which RAP is reimbursed by the Harbor Department; ensuring the maintenance and renewal of CMA's accreditation by the Association of Zoos & Aquariums; working with RAP public relations staff to market and promote CMA and its programs and services; developing, interpreting, and enforcing administrative and budgetary policies, procedures, instructions, and requirements; preparing and managing CMA's annual operating budget; acting as liaison to the "Friends of the Cabrillo Marine Aquarium" and its Board of Directors; and leading, supervising, directing, training, and evaluating the day-to-day work of the full-time administrative and clerical support staff at CMA. Management believes the direct cost of this position can be paid from Proposition 68 funding.

The other Chief Management Analyst position is needed to direct and oversee the staff of RAP's Data and Asset Management Section responsible for tracking, analyzing, and providing comprehensive data-based metrics to increase accountability, properly allocate and manage funds, meet infrastructure needs, and position RAP to effectively apply for grants. Management believes the direct cost of this position can be paid for from Measure A and Proposition 68 funding.

Should the Board approve this request, staff of the Human Resources Division will ask that the four (4) positions be exempted from civil service pursuant to Charter § 1001(d)(4).

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

### FISCAL IMPACT STATEMENT

Approval of this Board Report will not have a fiscal impact on RAP's General Fund given the direct cost of these positions will be paid for from the indicated special funding sources.

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