



City Council Agenda Report

TO: Mayor Novelli and Members of the City Council

FROM: Ken Irwin, City Manager

BY: Juliene Flanders, Recreation & Community Services Director

MEETING DATE: December 18, 2018

ITEM NO: 5.13

SUBJECT: Approve a Reclassification for Three allocated Recreation Coordinator for Programs positions to Recreation Supervisor for Programs.

RECOMMENDATION

Motion to Approve a Reclassification for three allocated Recreation Coordinators for Program positions to Recreation Supervisor for Programs.

BACKGROUND

The Recreation and Community Services Department has three full time Recreation Coordinators which oversee all Recreation Programs and Community Special Events. In the process of reviewing and comparing current Recreation Coordinator job descriptions, and the Recreation Supervisor job descriptions, the current Coordinators supervise many part time employees and volunteers, have complete oversight of program development, budgets and expenditures and manage the training of part time employees. Council is being requested to approve the reclassification of the three Recreation Coordinators, to Recreation Supervisor for Programs to ensure that they are performing duties with the appropriate classification.

ANALYSIS

A review of job duties at the request of the Recreation Coordinators, was recently conducted. It was determined by Human Resources and the Director that the current Recreation Coordinators are working at the Supervisor level. Each of the Coordinators worked to develop many new programs for the City of Patterson and with the development of current programs, additionally, they are managing all part time employees, volunteers, managing program budgets, reviewing and preparing financial reports, assisting with revenue development and conduct staff training.

These duties are essential duties listed in the job description of Recreation Supervisor for Programs and warrant their reclassification to the supervisor level.

FISCAL IMPACT

Impact is limited, as the reclassification to Recreation Supervisor would not add a new position. The current employee's overall increase in salary is estimated at \$16,000 and funding is currently available for this position in the 2017-18 fiscal year. We will request the appropriate funding in the 2018-19 budget request.

The estimated cost for the reclassification from December 4, 2018 - June 30, 2019, is allocated as follows:

100 -607-6004	\$7,300
100-612-6004	\$3,100
100-610-6004	\$5,600