

REPORT OF GENERAL MANAGER

APPROVED
JUN 20 2007

NO. 07-151

DATE June 20, 2007

**BOARD OF RECREATION
and PARK COMMISSIONERS**

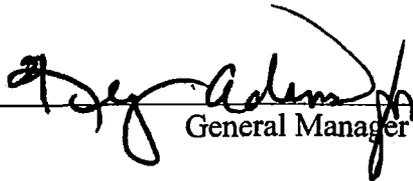
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BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10165 -- SECTION 1A
(REGULAR POSITIONS)

R. Adams	_____	J. Kolb	_____
J. Combs	_____	F. Mok	_____
*H. Fujita	_____	K. Regan	_____
S. Huntley	_____	M. Shull	_____

Approved _____


General Manager

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10165 effective immediately as follows:

Section 1A – Regular Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1170-2	Payroll Supervisor II	20

DELETE

<u>No.</u>	<u>Code</u>	<u>Classification</u>	<u>MOU</u>
1	1119-2	Accounting Records Supervisor II	20

SUMMARY:

Staff is requesting this change in position authority to place a supervisory position in the proper classification to administer its payroll function.

The payroll functions administered by the Finance Division's Payroll Section have expanded over time and become increasingly complex. While the Department is currently authorized a Payroll Supervisor position in regular authority, a single position is not sufficient to interpret and apply the

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complex rules, regulations, ordinances, memoranda of understanding (MOUs), and Administrative Code provisions that affect payroll and timekeeping within the Department.

With the recent changes, including the phasing in of an electronic timekeeping system (Distributed Timekeeping System or D-Time), supplemental supervisory support in the form of an additional Payroll Supervisor position has been deemed essential to working successfully with the Controller's Office in coordinating payroll reports and procedures, and meeting the needs of internal customers.

Further, the complexity of the Department's payroll demands are unmatched by any other department as it relates to its part-time workforce. At this time, the Department employs approximately 6,200 individuals on a part-time basis. During any given summer, the Department may employ up to 8,000 part-time employees. No other department even approaches this number.

Currently, the Payroll System Replacement (PaySR) project is incapable of capturing many of the subtleties associated with the benefits that part-time employees, particularly half-time employees, are entitled to under the MOUs. As a result, staff of our Payroll Section has resorted to tracking accrued benefits for many part-time employees using traditional methods. The supervisory attention demanded to effectively oversee the various payroll systems (e.g., City Cost Accounting System, PaySR, legacy payroll system, D-Time) exceeds the capacity of a single Payroll Supervisor.

Staff reviewed the duties that were being performed by an Accounting Records Supervisor and determined that the duties were more appropriate to the classification of Payroll Supervisor. Staff of the Personnel Department's Classification Division reviewed the duties, concurred with this determination and recommended to the Civil Service Commission that it reallocate the position. As a result, the Civil Service Commission reallocated the position from Accounting Records Supervisor to Payroll Supervisor on May 24, 2007.

Staff of the Office of the City Administrative Officer has reviewed this Board Report and determined that the proposed changes will utilize funds as intended.

FISCAL IMPACT STATEMENT:

The creation of this position will have minimal affect on the General Fund. The top annual salary of an Accounting Records Supervisor II position is \$71,200.80 while the top annual salary of a Payroll Supervisor II is \$74,084.00. The difference in salaries (\$2,883.20) will be funded through salary savings.

Prepared by Harold Fujita, Director, Human Resources Division.