

REPORT OF GENERAL MANAGER

**APPROVED**  
MAR 06 2013

NO. 13-066

DATE March 6, 2013

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10355 – SECTION 1D  
(SUBSTITUTE POSITIONS)

R. Adams  
\*H. Fujita  
V. Israel



K. Regan \_\_\_\_\_  
M. Shull \_\_\_\_\_  
N. Williams \_\_\_\_\_

  
General Manager

Approved                     

Disapproved                     

Withdrawn                     

RECOMMENDATION:

That the Board amend Personnel Resolution No. 10355 effective immediately as follows:

Section 1D – Substitute Positions:

ADD

<u>No.</u>	<u>Code</u>	<u>Classification &amp; Location</u>
1	9134	Principal Project Coordinator – Planning

SUMMARY:

The recent recession affected many families in Los Angeles causing them to lose their properties. These properties which previously had been unaffordable and unavailable created park land opportunities in that the Department of Recreation and Parks (RAP) was able to acquire them for use as new park land. This has facilitated carrying out the Mayor’s 50 Parks Initiative – a continuing effort to expand the number of parks and open space in the most densely populated and underserved areas in the City. There are other opportunities that can be realized if RAP has skilled staff in its Planning, Construction, and Maintenance Branch (PCM) to foster relationships and to liaison between RAP and private sector businesses, community based organizations, financial institutions, and other agencies (e.g., the Department of Housing) in developing and facilitating special projects such as that exemplified by the 50 Parks Initiative (e.g., exploring the feasibility of raising revenue for RAP through strategically planned special events and capital improvements such as parking meters and/or cellular towers).

## REPORT OF GENERAL MANAGER

PG. 2

NO. 13-066

Upon approval of this Board Report, one (1) position of Principal Project Coordinator, which is a non-represented classification, will be established in substitute authority in RAP's Personnel Resolution. This will begin the process for RAP to hire a Principal Project Coordinator to identify, research, and recommend best practices to fund and implement high-priority special projects and initiatives.

The duties and responsibilities to be assigned this position include working on innovative ideas to generate revenue to allow RAP to become a more self-sustainable Department; coordinating private development agreements that expand or improve the park system to better meet community needs; facilitating communication and discussion between RAP maintenance and design staff to ensure that executed projects are operationally sustainable; obtaining approval for special projects from the Board of Recreation and Park Commissioners, Mayor, City Council, and other elected officials; and ensuring community support for special projects from Park Advisory Boards, Neighborhood Councils, and other community based organizations.

In addition to the above duties the Principal Project Coordinator will supervise a Management Analyst in the PCM Branch; act as liaison to the Mayor's Office and the Council Offices on PCM issues; assist in the review of Board Reports prepared by PCM staff; and promote PCM projects in collaboration with RAP's public relations staff. A position description that further describes the duties to be assigned the position is attached for the Board's review (attachment).

An exemption by the Managed Hiring Committee to allow RAP to fill this position will be sought upon approval of this Board Report.

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

### FISCAL IMPACT STATEMENT:

The fifth step, annual salary for a Principal Project Coordinator is \$113,733. Funding for the salary for this position will come primarily from salary savings derived from holding an Environmental Supervisor I position vacant (the fifth step, annual salary for an Environmental Supervisor I is \$101,435) and salary savings from other vacant positions.

Prepared by Harold T. Fujita, Director, Human Resources Division.

# POSITION DESCRIPTION

City of Los Angeles

DO NOT USE THIS SPACE

1. Name of Employee: <b>New Position</b>	2. Employee's Present Class Title/Code: <b>Principal Project Coordinator</b>	3. Present Salary or Wage Rate: <b>\$113,733</b>
---	---	---

4. Reason for Preparing Description: <input checked="" type="checkbox"/> New Position <input type="checkbox"/> Routine Report of Duties <input type="checkbox"/> Change in Existing Position <input type="checkbox"/> Review for Proper Allocation	Date Prepared <b>03/05/13</b>
---	----------------------------------

5. Location of office or place of work: <b>221 N. Figueroa St. Los Angeles, CA 90012</b>	6. Name of Department <b>Recreation and Parks (RAP)</b> Division <b>Planning, Constr. &amp; Maint.</b> Section _____
---	---

7. Name and title of the person from whom you ordinarily receive instructions and who supervises or reviews your work:  
Name **Michael Shull** Title **Assistant General Manager**

8. Describe in detail the duties and work of this position, describing each duty in a separate paragraph. Begin with the duties that normally take most of your time and then describe the duties that are infrequent. Be certain to tell what is done, how it is done and what materials or equipment are used. Using percentages, show the distribution of the total working time. Also, if the duties and responsibilities of the position have changed, indicate how and when the changes occurred.

PERCENT OF TIME	DUTIES
40%	Identify, research, and recommend best practices to fund and implement high-priority special projects and initiatives that expand and improve RAP's park system; seek and obtain approval for these projects from the Board of Recreation and Park Commissioners, Mayor, City Council, and elected officials; monitor and manage special project implementation; and track and report to all interested parties on the status and progress of special projects.
40%	Direct and manage RAP's efforts to increase revenue through innovative ideas that generate revenue and allow RAP to become a more self-sustainable department; coordinate private development agreements that expand or improve RAP's park system; and facilitate discussion between RAP maintenance and design staff to ensure that special projects under development are operationally sustainable.
10%	Act as RAP's liaison to the Mayor's Office and the Council Offices on Planning, Construction and Maintenance (PCM) Branch issues; assist in the review of Board Reports prepared by PCM staff; and collaborate with RAP's public relations staff in promoting PCM projects.
10%	Prepare and make presentations to the Mayor's Office, City Council, Board of Recreation and Park Commissioners, RAP management, Neighborhood Councils, Park Advisory Boards, and community based organizations.

9. How long have the duties been substantially as described above? N/A (New Position)

10. List any machinery or equipment operated and any unusual or hazardous working conditions.  
**None**

11. Percent of time spent supervising (training and evaluating employees, assigning and reviewing work). 40%

12. Indicate the number of employees supervised by class titles.  
**1 Management Analyst II**

13. I certify that the above statements are my own and to the best of my knowledge are accurate and complete.

Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone No. \_\_\_\_\_

**ITEMS TO BE FILLED IN BY THE IMMEDIATE SUPERVISOR**

14. Indicate in what respects if any the duties and responsibilities on the other side are not sufficiently or accurately described.

N/A

15. SUPERVISION RECEIVED. Describe the nature, frequency, or closeness of supervision received by the employee, including the way that the employee's work is assigned and reviewed.

The Assistant General Manager over the Planning, Construction and Maintenance Branch (PCM) within the Department of Recreation and Parks (RAP) will provide direct written and verbal assignments, and review work.

16. REQUIREMENTS. Indicate the minimum requirements to perform the duties of this position:

(a) Education (include specific matter).

As stated in bulletin.

(b) Experience (type and length; list appropriate city classes, if any).

As stated in bulletin.

17. PHYSICAL REQUIREMENTS. Check below all physical capabilities needed to do this job.

Strength to: \_\_\_\_\_ Lift \_\_\_\_\_ Push \_\_\_\_\_ Pull \_\_\_\_\_

Average weight \_\_\_\_\_ Heaviest weight \_\_\_\_\_

Climbing (stairs, ladders, poles)

How far \_\_\_\_\_

Face severe work conditions

Outdoors \_\_\_\_\_ on/near water \_\_\_\_\_

Other/explain \_\_\_\_\_

SPECIAL NEED FOR:

Vision, to read fine print/numbers

Hearing, for telephone/alarms

Balance, for working heights

Other/explain \_\_\_\_\_

EXTENSIVE USE OF:

Legs, for walking/standing \_\_\_\_\_

Hands and fingers \_\_\_\_\_

Back, for strenuous labor \_\_\_\_\_

Other/explain \_\_\_\_\_

Hours per  
week

(a) List any alternative methods or devices that can be used to aid in meeting the physical requirements checked above.

18. RESPONSIBILITIES

(a) Policy and Methods: Describe the responsibility for the interpretation and enforcement of policy and methods; indicate the extent of participation in development, if any, and approval by higher authority required.

Responsible for the enforcement of all RAP and PCM policies and procedures.

(b) Materials and Products: Describe the responsibility and opportunity for bringing about economies and/or preventing losses through effective handling, processing or storing of materials or products, or through planning or engineering in connection with same.

(c) Machinery and equipment: Describe the responsibility for the operation, use, repair or care of machinery, equipment, or facilities, or for planning or engineering in connection with the same; indicate the size and kind of such machinery and equipment; describe the opportunity for preventing losses or achieving economies.

(d) Money: Describe the responsibility for and access to cash, stamps or other negotiables, or the responsibility for authorizing the expenditure of funds; indicate the average value of negotiables handed each month, or the amounts which are authorized to be expended each month.

Is position bonded? \_\_\_\_\_ ; amount of bond \$ \_\_\_\_\_

(e) Personal Contacts: Describe the purpose and frequency of personal contact with others, both within and outside the organization; indicate the types of contacts, purpose thereof, and the importance of persons contacted.

Frequent contact with the public, community based organizations, staff, City employees, Board of Recreation and Park Commissioners, elected officials, and Mayor's Office.

(f) Records and Reports: Describe the records and reports, including the kind and value of records in descriptive terms, and the action employee takes in respect thereto

Prepares Board Reports, contracts, and related progress reports on PCM special projects.

Signature of the immediate supervisor \_\_\_\_\_ Date \_\_\_\_\_

Class Title \_\_\_\_\_ Phone No. \_\_\_\_\_

Signature of department head \_\_\_\_\_ Date \_\_\_\_\_