

APPROVED

02-01-2017

BOARD OF RECREATION AND PARK COMMISSIONERS

BOARD REPORT

NO. 17-014

DATE February 01, 2017

C.D. All

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: AMENDMENT TO PERSONNEL RESOLUTION NO. 10461 – SECTION 1E (SUBSTITUTE POSITIONS) AND SECTION 1G (OTHER SPECIAL FUNDED POSITIONS)

AP Diaz _____
R. Barajas _____
*H. Fujita _____

V. Israel _____
N. Williams _____


General Manager

Approved

Disapproved _____

Withdrawn _____

RECOMMENDATION

Amend Personnel Resolution No. 10461 effective immediately as follows:

Section 1E – Substitute Positions

ADD

<u>No.</u>	<u>Code</u>	<u>Classification & Location</u>
1	7244-1	Building Civil Engineer I - Planning
1	1117-2	Executive Administrative Assistant II - Finance

Section 1G – Other Special Funded Positions

ADD

<u>No.</u>	<u>Code</u>	<u>Classification/Location/Funding</u>
1	2422	Senior Park Services Attendant - Observatory - Observatory Surcharge

SUMMARY

The Department of Recreation and Parks (RAP) has a great need for a technical expert that is a Certified Access Specialist (CASp) with the training and experience to assess buildings and sites for compliance with applicable State and Federal accessibility standards. RAP staff has identified a CASp-certified individual who retired from the Department of Building and Safety and has extensive experience in addressing and resolving accessibility issues. This person will be hired as a Building Civil Engineer I and will be invaluable to staff's ability to address access issues related to RAP's inventory of facilities. RAP management intends to employ this individual pursuant to Charter Section 1164(b) which grants the Mayor the ability to authorize a Department to bring on a retired employee with special skills for up to 120 days in any fiscal year. The request is currently pending Mayoral approval.

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Within the City, Department heads and assistant Department heads are normally provided an Executive Administrative Assistant for administrative support. RAP has authority to employ one Executive Administrative Assistant III and three Executive Administrative Assistants II. The Executive Administrative Assistant III position is assigned RAP's General Manager. Each of RAP's three Assistant General Managers, including the Executive Officer and Chief of Staff, is assigned an Executive Administrative Assistant II. The Chief Financial Officer – which is an Assistant General Manager-level position – in RAP is authorized a Secretary position. An Executive Administrative Assistant II position is warranted this position due to its level. RAP staff recommends establishing a fourth position of Executive Administrative Assistant II to provide the Chief Financial Officer the appropriate level of administrative support.

Management of the Griffith Observatory reports it desperately needs a Senior Park Services Attendant to direct the implementation of the adopted Griffith Park/Observatory Circulation and Traffic Enhancement Plan that will begin on February 6, 2017. This need has been exacerbated by road work and traffic flow changes that are now underway within Griffith Park. Establishing this position will ensure there is an adequate level of supervision to deal with and trouble-shoot traffic issues impacting Griffith Observatory as they arise, and will also serve to mitigate the City's risk exposure with respect to vehicular incidents.

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

FISCAL IMPACT STATEMENT

The fiscal impact of establishing the Building Civil Engineer I position in substitute authority will be limited by the fact that an individual can work no more than 120 days in a fiscal year pursuant to Charter Section 1164(b). Management will ensure funding for this position is available through salary savings generated by holding a regular authority position vacant.

The Secretary position currently assigned the Chief Financial Officer is vacant. By maintaining this vacancy, 83% of the direct salary cost of the Executive Administrative Assistant II position to be established in substitute authority would be covered by salary savings. RAP management will ensure funding for the balance of the cost of the position will be generated through additional salary savings.

There will be no fiscal impact related to establishing the Senior Park Services Attendant position inasmuch as the management of Griffith Observatory has assured staff that the Observatory Surcharge will fully cover the annual salary cost of this position. The top annual salary of a Senior Park Services Attendant is currently approximately Sixty-Six Thousand, Six Hundred Seventy Dollars (\$66,670.00). However, it is anticipated that an individual would be hired for less than that at the outset.

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