

City of Sacramento

Legislation Text

File #: 2019-01184, **Version:** 1

Title:

Youth, Parks and Community Enrichment Job Classification Study Implementation

File ID: 2019-01184

Location: Citywide

Recommendation:

Adopt a Resolution authorizing the City Manager, or the City Manager's designee, to: 1) add 7.07 Full Time Equivalent (FTE) positions in the Youth, Parks and Community Enrichment (YPCE) Department; and 2) transfer \$660,000 in the General Fund (Fund 1001) from the Citywide and Community Support to the YPCE Department's Operating Budget to implement the second and final phase of the YPCE Job Classification Study

Contact: Shannon Brown, Interim Director, (916) 808-6076; Maggie Le, Support Services Manager, (916) 808-1040, Department of Youth, Parks, & Community Enrichment.

Presenter: None.

Attachments:

- 1-Description/Analysis
- 2-YPCE Position Summary Detail
- 3-Resolution
- 4-Exhibit A (YPCE Position Summary Detail)

Description/Analysis

Issue Detail: In April 2016, the YPCE Department collaborated with the Human Resources Department and contracted with CPS HR Consulting to conduct a Job Classification Study to evaluate specific classifications used throughout the department. The primary objectives of the study were to: (1) determine if the positions within each program are sufficiently specialized to warrant creating specific classification specifications for some of YPCE programs; (2) review the organizational and classification structures of comparable agencies' Parks and Recreation Departments; and (3) conduct a workforce planning analysis to ensure appropriate staffing for the

wide variety of programs offered by YPCE. As a result of the study, recommendations to address staffing reclassifications, job specification changes, and FTE changes were brought forward, and a phased-in approach was taken to implement the study's recommendations. As part of FY 2018/19 Midyear Budget Report (2019-0047), vacant positions were realigned as part of the first phase to implementing the Job Classification Study recommendations, resulting in a net increase of 15.12 FTE totaling \$406,000, to support the summer programming needs and while the remaining changes were being discussed with the International Union of Operating Engineers, Stationary Engineers, Local 39.

As part of the second and final phase, a net increase of 7.07 FTE is needed, totaling approximately \$660,000 to better align positions and classifications to support YPCE's programming needs. Positions impacted by the realignment are represented in Attachment 3. Included in a separate Human Resources Department Staff Report (File ID: 2019-01210) are newly created classifications and the associated salary schedule that are part of the Job Classification Study. The newly created classifications are:

- Aquatic Specialist
- Building Monitor
- Crew Leader (L & L)
- Nurse (Adaptive Recreation)
- Program Coordinator (Adaptive Recreation)
- Program Coordinator (Older Adults)
- Program Developer (Older Adults)
- Program Leader (Older Adults)
- Program Supervisor (Older Adults)
- Rec Aide (Older Adults)
- Recreation Leader (Adaptive Recreation) - Name change
- Senior Camp Sacramento Aquatics Leader - Name change
- Senior Rec Aide (Older Adults)

Policy Considerations: The recommendations contained in this report are consistent with Resolution 2019-0248 requiring the City Council to approve any increase or decrease in FTE positions by department.

Economic Impacts: None.

Environmental Considerations: This report concerns administrative activities and governmental fiscal activities that do not constitute a "project" as defined by the California Environmental Quality Act (CEQA) Guidelines Sections 15378(b)(2) and 15378(b)(4) and are not subject to the provisions of CEQA (CEQA Guidelines Section 15060(c)(3)).

Sustainability: Not applicable.

Commission/Committee Action: On July 9, 2019, the Civil Services Board reviewed and approved the creation and revision of civil service positions.

Rationale for Recommendation: The recommended action addresses the necessary adjustments in staffing to better align with the programs offered by the Department, as indicated by the Classification Study. The first phase of the Study has been implemented as part of the FY 2018/19 Midyear budget process; however, the second and final phase needs to be executed to fully implement the recommendations of the Job Classification Study.

Financial Considerations: The net increase of 7.07 FTE totals approximately \$660,000. The anticipated cost for the second phase for the YPCE Classification Study was set aside in the Citywide and Community Support Department and staff recommends transferring \$660,000 (Fund 1001) from the Citywide and Community Support to the YPCE Department's Operating Budget to support the implementation of the second and final phase of the Job Classification Study.

Local Business Enterprise (LBE): Not applicable.