

# Staff Committee Report

June 12, 2019



DATE: 6/17/2019  
TO: PRPD Board of Directors  
FROM: Dan Efseaff, District Manager  
SUBJECT: Personnel Committee (McGreehan/Van Roekel))  
June 12, 2019 at 4:00 p.m.  
Terry Ashe Recreation Center, District Manager's Office

**Attendance:** Committee Members: Al McGreehan, Chairperson; and Julie Van Roekel, Member  
PRPD Staff: Dan Efseaff, District Manager

The Committee meeting convened at 4:02 p.m.

1. **The Committee will meet to review and discuss:**
  - a. **Staff Organizational Chart adopted by the PRPD Board of Directors on November 30, 2018.**
  - b. **Job Descriptions**
    - i. **Assistant District Manager**
    - ii. **Administrative Assistant II**
    - iii. **Intern**
    - iv. **Proposed 2019-2020 Salary Scale**

Committee members supported the revised organizational chart and understood from staff that the hiring of several positions such as the Administrative Assistant I (Financial Assistant) and Recreation Supervisor positions will be delayed, and some Park Maintenance positions will likely be filled by part-time positions. Some positions may be temporarily filled through subsidized programs such as the Alliance for Workforce Development.

The Committee reviewed the Assistant District Manager and Intern job descriptions and will review the Administrative Assistant I, II, III job descriptions at a future meeting. Staff received comments and the job descriptions reflect those changes. The Committee directed staff to make revisions to the identified job descriptions right away to help expedite the hiring process. One of the tasks of the Assistant District Manager will be to review and recommend to the Committee review of payrates of the organization based on comparable districts and job descriptions so that it reflects salary surveys and examines exempt/non-exempt status of supervisors.

The Committee also reviewed the Salary Scale. In 2018, the BOD adopted a salary schedule and through the Employee Salary and Wage Negotiations approved the following for Fiscal Year 2018-19 and 2019-20 for full-time staff:

1. A 5% increase retroactive to July 1, 2018; and
2. An additional 2% increase effective July 1, 2019

Further, the Board also approved the following for regular part-time staff:

1. A \$0.60 cent per hour increase retroactive to July 1, 2018; and
2. An additional \$0.40 cent per hour increase effective January 1, 2019

The Committee members supported the idea to increase the percent increase to full-time staff wages from the approved 2% to 5% to acknowledge the hard work of staff members and improve retention in light of current recruitment demands. The salary scale reflects a \$1.00/hour increase on 1/1/2020 for all part-time staff. Committee members desired consideration of this matter by the full BOD before the start of the Fiscal Year so that changes could be implemented with the first pay period. The salary scale reflects the recommended changes and the following:

- The scale reflects the removal of the Part-Time Benefited – Hourly Rate Classification for a Park Maintenance II position (that designation has not been used in years and we do not anticipate using it).
- Reflects 5% increase for all full-time staff.
- Creation of a new Administrative III position, position is 2% higher than Administrative Assistant II at 15<sup>th</sup> year.
- Park Supervisor starting pay is now 2% higher than Park Maintenance III at highest level.
- Increases pay of Recreation Supervisors to match Park Supervisor.

Fiscal Impact:

Salary increases are considered within the 2019-2020 Fiscal Year budget allocation. The cost increases will be offset by delayed hiring of several positions such as the rehiring of the Administrative Assistant II (Financial Assistant) and Recreation Supervisors positions. Some Park Maintenance positions will likely be filled by part-time positions.

## **2. CLOSED SESSION**

### **Pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement**

Committee Chairperson McGreehan called the meeting into Closed Session at 4:45 p.m. and District Manager Efsaef was excused from the meeting.

The public meeting was reconvened at 5:05 p.m. and District Manager Efsaef returned to the meeting.

## **3. REPORT ON CLOSED SESSION**

The Committee reported they found the District Manager's performance very satisfactory and will make recommendations to the full BOD in Closed Session on amendments to the employment agreement.

The Committee meeting was adjourned at 5:58 p.m.

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