

# Agenda Report

June 17, 2024

**TO:** Honorable Mayor and City Council

**FROM:** Human Resources Department

**SUBJECT: ADOPT A RESOLUTION ESTABLISHING RECREATION SERVICES SPECIALIST II CLASSIFICATION AND ESTABLISHING THE SALARY FOR THE CLASSIFICATION**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed action herein is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA guidelines Section 15061(b)(3) (Common Sense Exemption); and
2. Adopt a Resolution Establishing Recreation Services Specialist II Classification and Establishing The Salary for the Classification.

## **BACKGROUND:**

The Human Resources Department's Labor Relations and Classification & Compensation Division is responsible for managing classification and compensation work for the City. Periodically there is a need to update or add job classifications and salary rates as duties and the operational needs of the City change over time and the marketplace adjusts. The City's Manual of Personnel & Administrative Rules establishes a comprehensive process for classification submission in which the Human Resources Department reviews, approves, and provides recommendations on classification requests.

The Parks, Recreation, and Community Services Department requested the development of one new classification:

Recreation Services Specialist II

The Recreation Services Specialist II classification is being created as the journey-level in the class series. Recreation Services Specialists assist in the planning and delivery of

recreation programs and activities to the community at recreation sites and centers and neighborhood parks. Additionally, Recreation Services Specialists provide assistance in the management of and logistical support to recreation facilities and sites. The Recreation Services Specialist II will work more independently, exercising judgment and initiative in decision making.

As a result of the review above, Human Resources recommends establishing one new classification and salary. The recommended salary control rate for the classification was determined following an analysis of comparable classifications in the labor market and/or an analysis of internal alignment with comparable classifications within the City. All recommended changes are intended to support the City's ability to recruit and retain skilled personnel in a highly competitive labor market. This recommendation also provides a standard differential and alignment between the levels in the series. This action does not require any additional FTEs.

Parks, Recreation, and Community Services Department

**Recreation Services Specialist II:** Establish a new classification of Recreation Services Specialist II with a control rate of \$36.4338 per hour. This classification will be added to the American Federation of State, County and Municipal Employees bargaining unit.

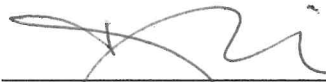
**COUNCIL POLICY CONSIDERATION:**

This action supports the City Council's strategic goal to maintain fiscal responsibility and stability.

**FISCAL IMPACT:**

This action will have no fiscal impact.

Respectfully submitted,



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TIFFANY JACOBS-QUINN  
Director of Human Resources

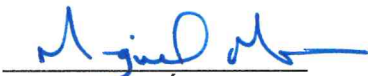
Prepared by:



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Michael Paliwoda  
Principal HR Analyst

Approved by:



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MIGUEL MÁRQUEZ  
City Manager

Attachment A – Resolution Establishing Recreation Services Specialist II Classification and Establishing the Salary for the Classification