

**MOORPARK CITY COUNCIL
AGENDA REPORT**

TO: Honorable City Council

FROM: Deborah S. Traffenstedt, Administrative Services Director *DST*

DATE: August 12, 2008 (CC Meeting of 8/20/08)

SUBJECT: Consider Resolution Amending Salary Plan and Rescinding Resolution No. 2008-2734, and Consider Resolution Amending Classification Plan and Rescinding Resolution No. 2008-2709

BACKGROUND

An amendment to the Salary Plan is proposed (see attached draft resolution) to add a Recreation Coordinator III position at Range 53 and change the salary range of the Recreation Coordinator I position from Range 47 to Range 39 and change the salary range of the Recreation Coordinator II position from Range 51 to Range 47. The attached draft Classification Plan resolution is proposed to amend the Recreation Coordinator I and II job descriptions and to add the new Recreation Coordinator III job description (there is one job description for the Recreation Coordinator series). In addition, a new Recreation Supervisor job description has been added as a Management position, and the prior Recreation Supervisor job description (a Competitive Services position) has been renamed a Recreation Specialist, consistent with the City Council's approval action at the June 4, 2008, regular meeting.

The changes to the Salary Plan and Classification Plan Resolutions are shown with the use of legislative format, and the final resolutions will be printed with the revised language incorporated and the legislative format deleted. Only the revised job descriptions are included with the attached Classification Plan resolution; the final resolution will include all of the job descriptions.

DISCUSSION

The intent with the proposed changes to the Recreation Coordinator series is to create a higher level position (Recreation Coordinator III) that will have increased supervisory experience and responsibility. The changes to the Recreation Coordinator I and II salary ranges are intended to provide the appropriate separation between positions. With the proposed changes, there will be a more consistent separation between the following Competitive Service positions: Recreation Leader IV (Range 34), Recreation Coordinator I (proposed Range 39), Recreation Coordinator II (proposed Range 47), Recreation Coordinator III (proposed Range 53), and Recreation Specialist (Range 59) positions, enhancing promotional opportunities. In addition to the Competitive Service positions,

there are also the Management level positions of Recreation Supervisor at Range 62 and Recreation/Community Services Manager at Range 71.

Currently the City has only one employee with a Recreation Coordinator I title. Following adoption of the attached resolutions, the job title for the current Recreation Coordinator I is proposed to be changed to Recreation Coordinator II to maintain the same salary range (Range 47). This would be a title change, only, with no change in pay or eligibility date for future merit raise. Staff has notified the Union that represents the Competitive Service employees (SEIU Local 721) of the proposed changes. The Recreation Coordinator III position will be added to the Supervisory/Confidential Unit for the union bargaining group, at the time of the next update of the Memorandum of Understanding with Local 721.

FISCAL IMPACT

The change to the Salary Plan is proposed to be effective with the pay period beginning August 16, 2008 (and paycheck dated August 29, 2008). There may be some salary savings over time, if a position vacancy is filled at a lower salary level as a result of the revisions to the salary ranges for the Recreation Coordinator series.

STAFF RECOMMENDATION

1. Adopt Salary Plan Resolution No. 2008-____; and
2. Adopt Classification Plan Resolution No. 2008-____

Attachments:

1. Draft Salary Plan Resolution
2. Draft Classification Plan Resolution

RESOLUTION NO. 2008-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, AMENDING THE SALARY PLAN FOR COMPETITIVE SERVICE, NON-COMPETITIVE SERVICE AND HOURLY EMPLOYEES, AND RESCINDING RESOLUTION NO. 2008-2734

WHEREAS, the City Council at its meeting on July 2, 2008, adopted a Salary Plan to implement a 1.5 percent (1.5%) cost-of-living adjustment; and

WHEREAS, revisions to the Salary Plan are now proposed to change the salary range of the Recreation Coordinator I position from Range 47 to Range 39, change the salary range of the Recreation Coordinator II position from Range 51 to Range 47, and add a Recreation Coordinator III position at Range 53.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The Salary Plan of hourly rates is hereby adopted for all of the positions herein listed:

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
City Manager	99
Assistant City Manager	91
Deputy City Manager	89
Administrative Services Director	87
City Engineer/Public Works Director	87
Community Development Director	87
Parks, Recreation & Community Services Director	87
Public Works Director	87
Assistant to City Manager/City Clerk	83
Finance Director	83
Planning Director	83
Assistant City Engineer	77
Parks and Landscape Manager	77
Planning Manager	77
Redevelopment Manager	77
Senior Civil Engineer	77
Administrative Services Manager	75
Budget and Finance Manager	75
Finance/Accounting Manager	71

* All Non-Competitive Service Positions are exempt from payment of overtime.

<u>Non-Competitive Service Positions*</u>	<u>Salary Range</u>
Information Systems Manager	71
Recreation/Community Services Manager	71
Accountant II	67
Associate Civil Engineer	67
Landscape/Parks Maintenance Superintendent	67
Principal Planner	67
Public Works Superintendent	67
Senior Information Systems Analyst	67
Senior Management Analyst	67
Accountant I	62
Active Adult Center Supervisor	62
Assistant City Clerk	62
Assistant Engineer	62
Human Resources Analyst	62
Information Systems Analyst	62
Management Analyst	62
Parks and Facilities Supervisor	62
Public Works Supervisor	62
Recreation Supervisor	62

<u>Competitive Service Positions</u>	<u>Salary Range</u>
Senior Planner**	64
Associate Planner	60
Human Resources Specialist	59
Maintenance Supervisor	59
Recreation Specialist	59
Vector/Animal Control Specialist	59
Assistant Planner II	56
Administrative Specialist	53
Executive Secretary	53
Human Resources Assistant	53
Recreation Coordinator III	53
Senior Account Technician	53
Code Compliance Technician II	51
Account Technician II	51
Active Adult Center Coordinator	51
Assistant Planner I	51
Deputy City Clerk II	51
Information Systems Technician II	51
Recreation Coordinator II	51
Facilities Technician	49
Administrative Assistant	48
Community Services Technician	48
Deputy City Clerk I	48
Vector/Animal Control Technician	48

* All Non-Competitive Service Positions are exempt from payment of overtime.

** Competitive Service positions designated as exempt from the payment of overtime.

<u>Competitive Service Positions</u>	<u>Salary Range</u>
Recreation Coordinator II	47
Senior Maintenance Worker	47
Account Technician I	46
Information Systems Technician I	46
Administrative Secretary	45
Community Development Technician	45
Code Compliance Technician I	43
Maintenance Worker III	43
Crossing Guard Supervisor	41
Records Clerk	41
Secretary II	41
Maintenance Worker II	39
Recreation Coordinator I	39
Teen Coordinator	39
Account Clerk II	38
Account Clerk I	34
Recreation Leader IV	34
Secretary I	33
Recreation Assistant	32
Maintenance Worker I	31
Receptionist	31
Office Assistant III	29
Office Assistant II	24
<u>Hourly Positions***</u>	<u>Salary Range</u>
Program Director	32
Recreation Leader III	32
Senior Nutrition Coordinator	32
Intern	30
Laborer/Custodian III	28
Recreation Leader II	22
Office Assistant I	20
Laborer/Custodian II	18
Clerical Aide/Crossing Guard	18
Crossing Guard	18
Box Office Cashier	14
Clerical Aide II	14
Recreation Leader I	14
Laborer/Custodian I	10
Clerical Aide I	6
Recreation Aide	6

*** An employee in a designated hourly position may be hired as regular part-time, consistent with the definition in the City's Personnel Rules.

SECTION 2. The corresponding salaries for the ranges established in Section 1 of this resolution are attached hereto and incorporated herein as the “Hourly Salary Schedule” Table. The Bi-Weekly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twenty six (26) pay periods. The Monthly Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours and dividing that calculation by twelve (12) months. The Annual Salary for each range may be calculated by multiplying the Hourly Salary by two thousand eighty (2,080) hours. The “Bi-Weekly Salary Schedule” and “Monthly Salary Schedule” attached to this resolution are for information purposes, only, since calculations are approximate due to rounding differences.

SECTION 3. The Salary Plan is based on ranges of two and one-half percent (2.5%) and step increases of two and one-half percent (2.5%) with a total of thirteen (13) steps.

SECTION 4. City shall continue to pay a deferred compensation contribution into a City approved deferred compensation program, for enrolled regular full-time and regular part-time employees, and the contribution amount shall be as follows: City Manager - Three percent (3.0%) of gross base salary, Department Head positions – two and one-half percent (2.5%) of gross base salary, and all other Management and Competitive Service regular full-time and regular part-time positions – Two percent (2.0%) of gross base salary. Gross base salary is defined as wages paid as described in the Salary Plan Schedule (reference Section 2, herein) and including longevity pay; and excluding bilingual pay, in-lieu insurance payment, uniform cleaning allowance, leave cash-out, overtime pay, car and cellular telephone allowances, and deferred compensation payment.

SECTION 5. Bilingual pay compensation for Spanish language bilingual skills shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Understanding between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721, and to qualified non-competitive service employees consistent with a City Council adopted management benefits resolution. Qualification for bilingual pay shall be determined by the City Manager at his or her sole discretion. The current rates per an approved MOU and management benefits resolution are: forty cents (\$.40) per hour for verbal bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week; and fifty cents (\$.50) per hour for combined verbal/written bilingual pay, for all hours actually worked, and including annual leave, vacation leave, City holidays, and sick leave, but not for disability leave or other unpaid leave, for up to forty (40) hours per week.

SECTION 6. Longevity pay compensation shall be paid to qualified regular full-time and part-time employees, consistent with the qualification requirements approved in a Memorandum of Agreement between the City of Moorpark and the Service Employees International Union CTW, CLC, Local 721 as follows:

- 121 to 180 Months of service – one-percent (1%),
- 181 to 240 Months of service – one and one-half percent (1.5%),
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%); and

Longevity pay compensation shall be paid to qualified Non-Competitive Service employees consistent with the qualification requirements approved in a City Council adopted management benefits resolution as follows:

Department Heads and City Manager

- 61 to 120 Months of service – one percent (1.0%)
- 121 to 180 Months of service – one and one-half percent (1.5%)
- 241 to 300 Months of service – two and one-half percent (2.5%)
- 301 or more Months of service – three percent (3.0%)

Management Employees

- 121 to 180 Months of service – one percent (1.0%)
- 181 to 240 Months of service – one and one-half percent (1.5%)
- 241 to 300 Months of service – two percent (2.0%)
- 301 or more Months of service – two and one-half percent (2.5%).

SECTION 7. Implementation of salary adjustments for positions noted in Section 1, herein, shall be limited by the performance review system. Employees shall be evaluated prior to their anniversary date, and salary adjustments shall be effective as of the first day of the pay period in which the anniversary date occurs.

SECTION 8. The implementation of this Salary Plan shall be effective beginning with the paycheck dated August 29, 2008.

SECTION 9. Resolution No. 2008-2734 is hereby rescinded in its entirety.

SECTION 10. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 20th day of August, 2008.

Patrick Hunter, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

Exhibit A: Salary Schedules
(Hourly, Bi-weekly, and Monthly)

EXHIBIT A
CITY OF MOORPARK
HOURLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED AUGUST 29, 2008

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
6	7.83	8.03	8.23	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54
7	8.03	8.23	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80
8	8.23	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06
9	8.43	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36
10	8.66	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63
11	8.87	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93
12	9.07	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22
13	9.31	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53
14	9.54	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85
15	9.78	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16
16	10.02	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.49
17	10.27	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.49	13.82
18	10.54	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.49	13.82	14.17
19	10.80	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.49	13.82	14.17	14.51
20	11.06	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.49	13.82	14.17	14.51	14.89
21	11.36	11.63	11.93	12.22	12.53	12.85	13.16	13.49	13.82	14.17	14.51	14.89	15.26
22	11.63	11.93	12.22	12.53	12.85	13.16	13.49	13.82	14.17	14.51	14.89	15.26	15.64
23	11.93	12.22	12.53	12.85	13.16	13.49	13.82	14.17	14.51	14.89	15.26	15.64	16.03
24	12.22	12.53	12.85	13.16	13.49	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43
25	12.53	12.85	13.16	13.49	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85
26	12.85	13.16	13.49	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27
27	13.16	13.49	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70
28	13.49	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14
29	13.82	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59
30	14.17	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05
31	14.51	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53
32	14.89	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02
33	15.26	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51
34	15.64	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03
35	16.03	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57
36	16.43	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11
37	16.85	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64
38	17.27	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21
39	17.70	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79
40	18.14	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39
41	18.59	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00
42	19.05	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63
43	19.53	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27
44	20.02	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93
45	20.51	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60
46	21.03	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28
47	21.57	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00
48	22.11	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72
49	22.64	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47
50	23.21	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22
51	23.79	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00
52	24.39	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00	32.80

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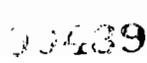
RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
53	25.00	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00	32.80	33.63
54	25.63	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47
55	26.27	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33
56	26.93	27.60	28.28	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22
57	27.60	28.28	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12
58	28.28	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05
59	29.00	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99
60	29.72	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96
61	30.47	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96
62	31.22	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99
63	32.00	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05
64	32.80	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12
65	33.63	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22
66	34.47	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34
67	35.33	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51
68	36.22	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69
69	37.12	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91
70	38.05	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16
71	38.99	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45
72	39.96	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75
73	40.96	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10
74	41.99	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47
75	43.05	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89
76	44.12	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34
77	45.22	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82
78	46.34	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34
79	47.51	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89
80	48.69	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50
81	49.91	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13
82	51.16	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81
83	52.45	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53
84	53.75	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29
85	55.10	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10
86	56.47	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95
87	57.89	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84
88	59.34	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80
89	60.82	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80
90	62.34	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83
91	63.89	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93
92	65.50	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07
93	67.13	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.28
94	68.81	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.28	92.54
95	70.53	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.28	92.54	94.86
96	72.29	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.28	92.54	94.86	97.23
97	74.10	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.28	92.54	94.86	97.23	99.66
98	75.95	77.84	79.80	81.80	83.83	85.93	88.07	90.28	92.54	94.86	97.23	99.66	102.15
99	77.84	79.80	81.80	83.83	85.93	88.07	90.28	92.54	94.86	97.23	99.66	102.15	104.71

EXHIBIT A
CITY OF MOORPARK
BI WEEKLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED AUGUST 29, 2008

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
6	626.54	642.19	658.24	674.70	693.16	709.69	725.82	744.77	763.38	782.46	801.22	821.25	843.38
7	642.19	658.24	674.70	693.16	709.69	725.82	744.77	763.38	782.46	801.22	821.25	843.38	863.66
8	658.24	674.70	693.16	709.69	725.82	744.77	763.38	782.46	801.22	821.25	843.38	863.66	884.44
9	674.70	693.16	709.69	725.82	744.77	763.38	782.46	801.22	821.25	843.38	863.66	884.44	908.94
10	693.16	709.69	725.82	744.77	763.38	782.46	801.22	821.25	843.38	863.66	884.44	908.94	930.06
11	709.69	725.82	744.77	763.38	782.46	801.22	821.25	843.38	863.66	884.44	908.94	930.06	954.11
12	725.82	744.77	763.38	782.46	801.22	821.25	843.38	863.66	884.44	908.94	930.06	954.11	977.96
13	744.77	763.38	782.46	801.22	821.25	843.38	863.66	884.44	908.94	930.06	954.11	977.96	1,002.41
14	763.38	782.46	801.22	821.25	843.38	863.66	884.44	908.94	930.06	954.11	977.96	1,002.41	1,028.26
15	782.46	801.22	821.25	843.38	863.66	884.44	908.94	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17
16	801.22	821.25	843.38	863.66	884.44	908.94	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50
17	821.25	843.38	863.66	884.44	908.94	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68
18	843.38	863.66	884.44	908.94	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32
19	863.66	884.44	908.94	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85
20	884.44	908.94	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46
21	908.94	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45
22	930.06	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95
23	954.11	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22
24	977.96	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27
25	1,002.41	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93
26	1,028.26	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62
27	1,053.17	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16
28	1,079.50	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56
29	1,105.68	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05
30	1,133.32	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22
31	1,160.85	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33
32	1,191.46	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38
33	1,220.45	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62
34	1,250.95	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42
35	1,282.22	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28
36	1,314.27	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41
37	1,347.93	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02
38	1,381.62	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09
39	1,416.16	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51
40	1,451.56	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10
41	1,487.05	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87
42	1,524.22	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66
43	1,562.33	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93
44	1,601.38	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47
45	1,640.62	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33
46	1,682.42	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33	2,262.74
47	1,725.28	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33	2,262.74	2,320.10
48	1,768.41	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33	2,262.74	2,320.10	2,377.30
49	1,811.02	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33	2,262.74	2,320.10	2,377.30	2,437.54
50	1,857.09	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33	2,262.74	2,320.10	2,377.30	2,437.54	2,497.67
51	1,903.51	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33	2,262.74	2,320.10	2,377.30	2,437.54	2,497.67	2,560.11
52	1,951.10	1,999.87	2,050.66	2,101.93	2,154.47	2,208.33	2,262.74	2,320.10	2,377.30	2,437.54	2,497.67	2,560.11	2,624.11

EXHIBIT A
CITY OF MOORPARK
MONTHLY SALARY SCHEDULE
EFFECTIVE WITH PAYCHECK DATED AUGUST 29, 2008

RANGE	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F	STEP G	STEP H	STEP I	STEP J	STEP K	STEP L	STEP M
53	4,333.06	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44
54	4,443.11	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16
55	4,554.18	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54
56	4,668.02	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65
57	4,784.71	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58
58	4,902.59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44
59	5,026.89	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58
60	5,150.83	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79
61	5,281.33	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94
62	5,411.62	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13
63	5,546.91	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81
64	5,685.58	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62
65	5,829.44	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77
66	5,975.16	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97
67	6,124.54	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49
68	6,277.65	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35
69	6,434.58	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34
70	6,595.44	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61
71	6,758.58	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02
72	6,925.79	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56
73	7,098.94	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20
74	7,278.13	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24
75	7,461.81	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67
76	7,646.62	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53
77	7,837.77	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65
78	8,031.97	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21
79	8,234.49	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61
80	8,440.35	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21
81	8,651.34	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29
82	8,867.61	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90
83	9,091.02	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35
84	9,316.56	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95
85	9,551.20	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20
86	9,788.24	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27
87	10,034.67	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63
88	10,285.53	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38
89	10,542.65	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18
90	10,806.21	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90
91	11,074.61	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17
92	11,353.21	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77
93	11,635.29	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12
94	11,927.90	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05
95	12,224.35	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07
96	12,529.95	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11
97	12,843.20	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11	17,274.43
98	13,164.27	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11	17,274.43	17,706.29
99	13,491.63	13,832.38	14,178.18	14,530.90	14,894.17	15,264.77	15,648.12	16,041.05	16,442.07	16,853.11	17,274.43	17,706.29	18,148.94



RESOLUTION NO. 2008-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, ESTABLISHING A REVISED CLASSIFICATION PLAN AND JOB DESCRIPTIONS FOR NON-COMPETITIVE, COMPETITIVE SERVICE, AND HOURLY EMPLOYEES AND RESCINDING RESOLUTION NO. 2008-2709

WHEREAS, the City Council adopted Resolution No. 2008-2709 on April 16, 2008, establishing a revised classification plan and job descriptions for Non-Competitive and Competitive Service employees; and

WHEREAS, the Council has determined that revisions to the Classification Plan are appropriate to revise the job title for the Competitive Services Recreation Supervisor position to Recreation Specialist, add a new Management Recreation Supervisor job description, add a Recreation Coordinator III position description to the combined job description for the Recreation Coordinator series, make other revisions to the Recreation Coordinator series job description to clarify the job description components for each position in the series (Recreation Coordinator I, II, and III), make corrections to various recreation job descriptions to correct position titles, and make other minor editorial corrections to various job descriptions.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. All job descriptions attached as Exhibit A to this resolution are hereby adopted into the City's Classification Plan;

SECTION 2. The City Manager shall have the authority to make temporary additions or deletions to the Classification Plan in the interest of efficient and effective administration of the Plan. Such alterations shall not become an approved part of the Plan until adoption by City Council resolution.

SECTION 3. Resolution No. 2008-2709 is hereby rescinded.

SECTION 4. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 20th day of August, 2008.

Patrick Hunter, Mayor

ATTEST:

Maureen Benson, Assistant City Clerk

RECREATION COORDINATOR I, II & III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, implement and administer youth, adult, and senior recreation and community service programs and activities; to assign and oversee staff providing safe and well managed recreation and community service programs including youth, adult and senior sports, leisure classes, special events, youth camps, senior/active adult programs, and other related City programs; to assist with the management of the City's recreation and Active Adult Center facilities, and to provide assistance with marketing and promotion of these and other programs. These positions are not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for these positions to serve the interest of the City's operation and mission.

DISTINGUISHING CHARACTERISTICS

Recreation Coordinator I -This is an entry-level class in the professional Recreation Coordinator series. This class is distinguished from the Recreation Coordinator II by the performance of the more routine tasks and duties assigned to positions within the series and employees at this level require more supervision and training.

Recreation Coordinator II -This is the ~~the full~~ journey-level class in the professional Recreation Coordinator series. This class is distinguished from the Recreation Coordinator I by additional experience and the performance of the full a wider range of duties as assigned. Employees at this level require less supervision and have the ability to act more independently and receive only occasional instruction or assistance as new or unusual situations arise.

Recreation Coordinator III -This is the full journey-level class in the professional Recreation Coordinator series. This class is distinguished from the Recreation Coordinator I by range of experience and the performance of the full range of duties as assigned. Employees at this level require minimal supervision, have the ability to act more independently, and receive only occasional instruction or assistance as new or unusual situations arise.

SUPERVISION RECEIVED AND EXERCISED

Recreation Coordinator I, II and III

Receives direction from the ~~division manager, department director,~~ division manager, or assigned supervisor.

Recreation Coordinator I – May exercise lead worker supervision over recreation and clerical staff and volunteers, and administers contracts and monitors performance.

Recreation Coordinator II – Exercises functional and technical supervision over recreation and clerical staff and volunteers, and administers contracts and monitors performance

Recreation Coordinator III - Exercises direct and primary supervision over recreation and clerical staff, and volunteers, and administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Recreation Coordinator I, II and III

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and community services programs, adult and youth sports, facilities, teen program, youth day camp, special events and excursions, and senior/active adult programs.
2. Provide responsible staff assistance and support to the ~~Parks, Recreation, and Community Services Director~~ or assigned supervisor.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures; train and evaluate staff, umpires, and officials.
4. Administer recreation and community services programs; assist with the development and management of instructor contracts; schedule usage of facilities and make park reservations; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, classes, and playoffs; prepare instruction manuals, brochures, flyers and ads; and order required materials, supplies and awards.
5. May assist with oversight for maintenance and repair of recreation facilities and equipment; purchase program supplies and equipment.
6. Participate in the selection of temporary and seasonal staff; conduct staff interviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
7. Assist with the preparation of and administration of program and division budgets; monitor expenditures; perform accounting for each program area as necessary.
8. Schedule, implement, promote and publicize youth, adult, and senior recreation programs and special events; assist with the design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases, post and handout flyers.

9. May coordinate Active Adult Center senior nutrition program, including manage and oversee staff assisting with all aspects of the senior nutrition program; assess effectiveness of program, and represent City on Senior Nutrition Action Council or similar organization.
10. Perform miscellaneous duties for the Parks, Recreation, and Community Services Department; take park reservations.
11. Develop project proposals; conduct program evaluations.
12. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
2. Purchase supplies as needed.
3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Recreation Coordinator I, II and III

Knowledge of:

Operations, services and activities of assigned division and department.
Recreation planning for adults, youth, teen and other targeted populations.
Techniques of planning, supervising and organizing senior/active adult programs.
Principles of supervision, training and performance evaluation.
Leadership and instruction of groups and individuals.
Principles and practices of customer service.
Principles and practices of contract management.
Desktop publishing software.
City forms, procedures, and policies.
Preparing clear and concise reports.
English usage, spelling, grammar and punctuation.
Basic mathematical principles.
Modern office procedures, methods and equipment.
Marketing standards and practices and publicity techniques.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and camp administration.
Basic first aid methods and techniques.
Rules and equipment used for food preparation activities.

Standard safety and safe kitchen precautions.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Communicate clearly and concisely, both orally and in writing.
Plan and schedule multiple recreational and educational programs.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers desirable.
Enter data on a computer at a speed necessary for successful job performance.
Recruit, motivate, and encourage volunteers.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.
Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.
Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Recreation Coordinator I - ~~Two~~One years of increasingly responsible experience in recreation, ~~including one year of lead worker responsibility.~~

Recreation Coordinator II - ~~Three~~two years of increasingly responsible experience in recreation, including ~~two~~one years of lead worker responsibility.

Recreation Coordinator III— - Three years of increasingly responsible experience in recreation, including two years of lead worker responsibility.

Training:

Recreation Coordinator I, II and III

Equivalent to an Associates degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field.

License or Certificate

Recreation Coordinator I, II and III

Possession of or ability to obtain, an appropriate, valid California driver's license.

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Recreation Coordinator I, II and III

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours (evenings, weekends, and holidays); exposure to outside atmospheric conditions; may work in or around water and slippery surfaces; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.

RECREATION SUPERVISORSPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To plan, implement and administer adult and youth recreation programs and activities; to assign and oversee recreation staff providing safe and well managed recreation programs to teens and other specialized customers including adult and youth sports, leisure classes, special events, camps and other City programs; to manage the recreation center facility and gymnasium, and to effectively market and promote these and other programs. This position is not overtime exempt. The City has the discretion to make occasional adjustments of the work week, work day or hours for this position to serve the interest of the City's operation and mission.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the assigned supervisor.

Exercises ~~direct and primary~~functional and technical supervision over ~~supervisory,~~ professional, technical, recreational, and clerical staff and volunteers, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Plan, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and educational programs, adult and youth sports, facilities, teen program/day camp, special events and excursions.
2. Provide responsible staff assistance and support to the Parks, Recreation, and Community Services Director.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures; ~~train and evaluate staff, umpires, and officials.~~
4. Administer recreation programs; develop and manage instructor and contract professional service contracts agreements; schedule usage of facilities and make park reservations; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, flyers and ads; order required materials, supplies and awards.

5. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and improvements on new phases of park being established; inspect facility and grounds and test equipment; purchase program supplies and equipment.
6. Participate in the selection of recreation staff; conduct staff interviews; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement discipline procedures.
7. Preparation and administration of program and division budgets; submit budget recommendations; monitor expenditures; perform accounting for each program area as necessary.
8. Schedule, implement, promote and publicize adult and youth recreation programs and special events; design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases, post and handout flyers.
- ~~9. Perform miscellaneous duties for the Department of Community services; take park reservations.~~
109. Develop project proposals; conduct program evaluations.
110. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
2. Purchase supplies as needed.
3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a City recreation program.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.

Modern and complex principles and practices of recreation services and camp administration.

Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Supervise, organize, and review the work of lower level staff.

Select, supervise, train and evaluate staff.

Interpret and explain City policies and procedures.

Prepare clear and concise reports.

Lead and instruct groups and individuals.

Develop and maintain financially self-supporting activities and programs.

Communicate clearly and concisely, both orally and in writing.

Plan and schedule multiple recreational and educational programs.

Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.

Enter data on a computer at a speed necessary for successful job performance.

Produce publications through desktop publishing.

Recruit, motivate, and encourage volunteers.

Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.

Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.

Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in recreation, including one year of lead worker supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. Two years of the education requirement may be substituted with four years of responsible recreation work experience.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.

RECREATION SUPERVISOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of responsible and complex administrative and analytical duties; to oversee assigned administrative processes, procedures and programs; to plan, implement and administer adult and youth recreation programs and activities; to assign and oversee recreation staff providing safe and well managed recreation programs to teens and other specialized customers including adult and youth sports, leisure classes, special events, camps and other City programs; to manage the recreation center facility and gymnasium, and to effectively market and promote these and other programs. This position is overtime exempt.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Parks, Recreation and Community Services Director or division head.

Exercises direct and primary supervision over supervisory, professional, technical, recreational, and clerical staff and volunteers, administers contracts and monitors performance.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Provide responsible staff assistance and support to the Parks, Recreation, and Community Services Director.
2. Participate in the selection of recreation staff; conduct staff interviews; provide or coordinate staff training; prepare performance evaluations; work with employees to correct deficiencies; implement discipline procedures.
3. Supervise, schedule and delegate duties to staff; review and process staff time cards; train staff on policies and procedures.
4. Plan, prioritize, assign, supervise and review the work of staff responsible for leading and tracking recreation and educational programs, adult and youth sports, facilities, teen program/day camp, special events and excursions.

5. Administer recreation programs; develop and manage instructor and contract professional service agreements; schedule usage of facilities and make park reservations; oversee and process class registrations, payments, insurance policies, deposits, warrants and refunds; schedule games, practices, and classes and playoffs; prepare instruction manuals, brochures, flyers and ads; order required materials, supplies and awards.
6. May oversee maintenance and repair of recreation facilities and equipment; work with contractors and vendors on building repairs and improvements on new phases of park being established; inspect facility and grounds and test equipment; purchase program supplies and equipment.
7. Schedule, implement, promote and publicize adult and youth recreation programs and special events; design, layout, edit, proofread and write quarterly recreation brochure, sell advertising, write press releases.
8. Preparation and administration of program and division budgets; submit budget recommendations; monitor expenditures; perform accounting for each program area as necessary.
9. Participate in the drafting and implementation of department goals, policies and procedures.
10. Receive and respond to complaints and questions from the general public; review problems and recommend corrective actions; prepare summary reports as required.
11. Participate in special projects and studies including complex research of new programs and services, budget analysis and preparation, and feasibility analyses; prepare and present reports.
12. Prepare resolutions, ordinances and other supporting program documents; prepare and monitor program grants and related proposals.
13. Prepare comprehensive technical records and analytical reports pertaining to assigned area of responsibility; conduct research and comprehensive data collection efforts to support analysis.
14. Develop and design departmental, operational and administrative procedures or forms as required.
15. Participate in various committees; attend and participate in professional group meetings.
16. Make oral and written presentations to the City Council, staff, the public and professional groups.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation.
2. Purchase supplies as needed.
3. Serve as emergency response worker as necessary.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a City recreation program.
Recreation planning for adults, youth, teen and other targeted populations.
Principles of supervision, training and performance evaluation.
Principles and practices of contract management.
Desktop publishing software.
City forms, procedure, and policies.
Modern office procedures, methods and equipment.
Marketing standards and practices.
Purchasing procedures and practices.
Modern and complex principles and practices of recreation services and camp administration.
Pertinent Federal, State, and local laws, codes and regulations.

Ability to:

Supervise, organize, and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret and explain City policies and procedures.
Prepare clear and concise reports.
Lead and instruct groups and individuals.
Develop and maintain financially self-supporting activities and programs.
Communicate clearly and concisely, both orally and in writing.
Plan and schedule multiple recreational and educational programs.
Operate and use modern office equipment including fax machine or fax/modem, personal computer or terminal, printers and copiers.
Enter data on a computer at a speed necessary for successful job performance.
Produce publications through desktop publishing.
Recruit, motivate, and encourage volunteers.
Respond tactfully, clearly, concisely and appropriately to inquiries from the public, press or other agencies on sensitive issues in area of responsibility.
Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capabilities.

Maintain effective audio/visual discrimination and perception to the degree necessary for the successful performance of assigned duties.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in recreation, including two years of lead worker supervisory experience.

Training:

Equivalent to a Bachelors degree from an accredited college or university with major course work in recreation, physical education, leisure studies, sociology, communications, or a related field. One year of the education requirement may be substituted with two years of responsible recreation work experience.

License or Certificate

Possession of or ability to obtain and maintain an appropriate, valid California driver's license.

Possession of or ability to obtain, an appropriate, valid CPR and basic first aid certificate.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor recreational facilities; irregular work hours; exposure to outside atmospheric conditions; may work in or around water and slippery surfaces; exposure to computer screens.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time; travel to various locations; medium lifting, carrying, pushing and pulling; balancing; reaching; handling; use of fingers; talking; hearing; near acuity.