City of Garden Grove INTER-DEPARTMENT MEMORANDUM

То:	Matthew J. Fertal	From:	John D.R. Clark
Dept:	City Manager	Dept:	Human Resources
Subj:	ADOPT NEW CLASSIFICATIONS: SENIOR RECREATION SPECIALIST AND PLANS EXAMINER	Date:	June 24, 2008

OBJECTIVE

To request City Council approval to adopt two new classifications: Senior Recreation Specialist and Plans Examiner.

BACKGROUND

On April 24, 2007, the City Council approved a reclassification of the six levels of Community Services Specialist (I through VI) into three levels of Recreation Specialist. Existing incumbents in the Community Services Specialist series were placed into one of the three levels of Recreation Specialist most appropriate to their assignment. At the end of that process, there were three individuals who did not neatly fit into a Recreation Specialist classification. Subsequent review occurred to determine if there were existing classifications that would better describe their work.

The second recommended action, creating a classification for Plans Examiner, arises out of a need to accommodate an injured City employee. A Building Inspector was seriously injured on-the-job by falling off a ladder and breaking numerous bones. This inspector underwent multiple surgeries and was out for more than two years on Worker's Compensation, but was cleared to return to full-time duty last Fall, albeit with a restriction of no field work. The current Building Inspector classification requires extensive field work, and the in-office classification of Plan Check Engineer requires an engineering degree and licensure.

DISCUSSION

The closest existing classification for the orphan Recreation Specialists is probably Community Services Coordinator, but that class is more than 31% higher in pay – too much of a gap. These three individuals essentially represent a bridge between the Recreation Specialist III (a part-time or seasonal class) and Community Services Coordinator, a full-time class with greater responsibility. Accordingly, creation of a new classification of Senior Recreation Specialist is recommended. This class would be 11% higher than Recreation Specialist III, or about \$15.06 to \$20.18 per hour.

×

Senior Recreation Specialists, if approved, would be assigned such duties as supervising the CMC during non-business hours, serving as lead worker at Buena Clinton and Magnolia Family Resource Centers during non-core hours, and managing part-time setup crews and program leaders at Atlantis and elsewhere.

As to the Plans Examiner classification, it is not unusual for other jurisdictions to have a class devoted to plan review below the level of engineer. The City's current two Plan Check Engineers, Ding Victoria and Bill Tewfik, would review and approve and certify (as licensed engineers), the work of a Plans Examiner, who would be able to perform much of the preliminary review of complex projects and most review of remodels and single homes. The level of expertise required for a non-engineer Plans Examiner is essentially the same as for Building Inspector, so the minimum qualifications and salary are also the same.

FISCAL IMPACT

The fiscal impact of Senior Recreation Specialist will be about \$4,000 additional, but \$19,000 less than using the existing Community Services Coordinator class. The Plans Examiner classification is really an alternative assignment for a person qualified as a Building Inspector, and as such will cost neither more nor less. The Community Development Department projects that the availability of a Plans Examiner to assist the Plan Check Engineers will allow a reduction in use of contract plan reviewers equal to or exceeding the payroll costs. The full cost impact of approving the recommended action is already included in the proposed FY 08-09 Budget.

COMMUNITY VISION IMPLEMENTATION

Proper classification of staff also helps the City organization reach the Strategic Plan goal of: MAINTAIN BALANCE BETWEEN STAFFING AND SERVICE LEVELS TO INSURE STRATEGIC PLAN GOALS CAN BE MET.

RECOMMENDATION

It is recommended that the City Council:

- Approve the classification of Senior Recreation Specialist, range E101; and
- Approve the classification of Plans Examiner, range E160.

JOHN D.R. CLARK Human Resources Director

Approved for Agenda Listing

Matthew Fertal City Manager

Attachments:

Class specifications for Senior Recreation Specialist and Plans Examiner