

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE  
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**  
**WEDNESDAY, JANUARY 19, 2022, 12:00 PM**  
**CANYON VIEW COMMUNITY CENTER, FOOTHILL ROOM**  
**AUBURN, CA 95603**

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) or by calling (530) 537-2186 (M-F).

Due to the current COVID-19 crisis, the public will not be allowed to physically attend the meeting. The public may participate in the meeting through Zoom. The link for this meeting is <https://us06web.zoom.us/j/88670242389>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 886 7024 2389 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities and meetings, contact Kahl Muscott at (530) 537-2186 or [kmuscott@auburnrec.com](mailto:kmuscott@auburnrec.com) at least 48 hours in advance to request an auxiliary aid or accommodation.

**1.0 CALL TO ORDER**

Holbrook \_\_\_\_\_ Ferris \_\_\_\_\_

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

**3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.**

**4.0 BUSINESS**

- 4.1 Approval of Minutes from the December 8, 2021 Program, Personnel, Policy, Fee & Legal Review Committee Meeting Pages 3-4)**

**Recommendation:** Review and approve minutes.

- 4.2 Approval of Legal Bills.**

- 4.3 Discussion item.**

**4.4. Increase in Minimum Wage for Management Positions. (Pages 5-10)**

Shall the Auburn Area Recreation and Park District change pay scales for certain management job descriptions, based on upcoming mandated minimum wage increases mandated by law?

**4.5. Amendments to Administrative Assistant Job Description. (Pages 11-13)**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Administrative Assistant position?

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM,  
PERSONNEL, POLICY & FEE COMMITTEE MEETINGS**

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNMENT**

AUBURN AREA RECREATION AND PARK DISTRICT  
This agenda is hereby certified to have been posted as follows:

01/14/2022  
Date

12:20pm  
Time

Cathy Wayland  
Secretary to the Board

**Auburn Area Recreation and Park District**  
**Minutes**  
**of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting**  
Wednesday, December 8, 2021 at 1:00 PM  
Canyon View Community Center  
471 Maidu Drive  
Auburn, CA 95603

**1.0 CALL TO ORDER**

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 1:02 p.m.

**ROLL CALL**

Director Holbrook and Director Ainsleigh were present.

**2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL**

The agenda was approved by Director Holbrook.

**3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.**

None.

**4.0 BUSINESS**

**4.1 Approval of Minutes from the November 10, 2021 Program, Personnel, Policy, Fee & Legal Review Committee Meeting**

The minutes from the November 10, 2021 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Director Holbrook.

**4.2 Approval of Legal Bills –**

Director Holbrook approved legal bills.

**4.3 Discussion Item:**

None.

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS**

None.

**6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH**

None.

**ADJOURNED**

As there was no further business, the meeting was adjourned at 1:09 p.m.

Cody Warford  
Board Secretary

12/20/2021  
Date

## **4.4 Cover Sheet for Increase in Minimum Wage for Management Positions**

Auburn Area Recreation and Park District Policy Committee Meeting Jan, 2022.

### **The Issue:**

Shall the Auburn Area Recreation and Park District change pay scales for certain management job descriptions, based on upcoming mandated minimum wage increases mandated by law?

### **Background:**

The minimum wage in California increased to \$15.00 on January 1, 2022. An increase needs to be made to two ARD management salaried positions to increase the starting scale to a minimum of \$30.00.

California Labor Code, § 515, subd. (a); California Code of Regulations, title 8, § 11040 states that an exempt employee must earn a monthly salary equivalent to no less than two (2) times the state minimum wage for full-time employment.

### **Customer Service/Marketing Manager**

Existing Wage rate range: \$28.85 - \$38.65

*NEW Wage rate range: \$30.00 - \$40.12*

### **Youth Services Manager**

Existing Wage rate range: \$28.00 - \$37.52

*NEW Wage rate range: \$30.00 - \$40.12*

ARD Policy on salary schedules:

## **2.20 Salary Schedule Ranges**

The salary schedules and hourly wage schedules for District employees are established by the District Administrator and approved by the Board of Directors. Salary schedules and hourly wage schedules shall be reviewed periodically.

### **Recommendation:**

Staff recommends that the Policy Committee send a recommendation to the Board to approve the increases as proposed for the following job descriptions: Youth Services Manager and Customer Service/Marketing Manager.

### **Fiscal Impact:**

No fiscal impact for the remaining 2021-22 fiscal year.

\$7,217 impact for the 2022-2023 fiscal year.

### **Attachment:**

Customer Service/Marketing Manager Job Description  
Youth Services Manager Job Description

## CUSTOMER SERVICE/MARKETING MANAGER

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Customer Service/Marketing Manager will be responsible to plan, organize, direct, and supervise the functions and operations of the District Customer Service Office, to include facility rentals, program reservations, marketing and related work as required. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Design and implement a marketing plan for District programs and facilities, to include, but not limited to, print, radio, television and web-site marketing
- Review and approve department time on the time clock system; ensure that all entries are correct
- Manage facility and program records
- Prepare variety of daily and monthly reports, to include, but not limited to, revenue, rosters, schedules and usage reports
- Oversee facility rentals, resolve unusual and difficult problems and provide input on facility and programming policy and procedures
- Develop, maintain and administer department budget
- Ensure completion of paperwork by all Customer Service department new hires
- Respond to inquiries and complaints on various District functions, services, and facilities
- Conduct daily accounting and prepare deposits, submit and maintain all necessary documents; process all necessary refunds and credits
- Answers telephone and responds to questions from the public
- Register customers for District programs and facilities rental as needed
- Represent District at community functions and act as liaison between local service groups and District
- Develop and maintain effective working relationships with the general public, community organizations, co-workers, business community, government agencies, and others
- Secure ads and develop partnerships to offset the cost of marketing
- Coordinate and direct actions related to the content of the District web-site

### NON-ESSENTIAL JOB FUNCTIONS:

- Attend, participate, and provide information at meetings as required
- Ensure informative voice mail outgoing messages are current
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to customer service office and marketing operations; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, spreadsheets and graphic based programs, preferably on PC based systems; have knowledge of the following: theories, principles and practices common to customer services and marketing; analyze and

resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

### **EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES**

Graduation from an accredited four-year university with a degree in Recreation Administration, Public Administration, Business Administration, Marketing or related field; Three years full-time experience in administrative, customer service and/or marketing experience with a minimum of two years as a supervisor; or an equivalent combination of education and experience.

### **LICENSES AND CERTIFICATES**

First Aid and CPR Certifications are strongly recommended.

Possession of a valid California C driver's license at the time of hire and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code. Conviction of certain criminal offenses may prohibit employment.

### **WORK ENVIRONMENT**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reading documents, visiting facilities and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

**COMPENSATION:** Salaried exempt non-union position.

Wage rate range

~~\$28.85—\$38.65~~

**\$30.00 - \$40.12 - Proposed**

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

## YOUTH SERVICES MANAGER

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Youth Services Manager will be responsible for developing and implementing the major functions of the Discovery Club, Day Camp and other related programs. The Manager is responsible for training a staff of Coordinators, Directors and others to assist with these duties. The Manager meets with the staff to establish clear program direction, evaluate performance and provide/receive feedback. The Manager is also responsible for implementing and monitoring District policies and procedures.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises full and part-time, seasonal and volunteer youth service staff including recruiting, interviewing, selecting, training, assigning, planning and reviewing work, maintaining standards, coordinating activities, acting on employee problems, and recommending salary increase, discipline and termination
- Maintains a positive relationship with parents, school administration, general public and staff. Acts as a Department liaison with various community groups
- Responsible for maintaining accurate and up to date files on all site activities. Prepares and presents analytical reports on programs and services
- Oversees disaster drills, promotion of playground/program safety as required
- Responsible to follow through on all accident and injury reports
- Responds quickly to all safety related issues
- Coordinates the use of school facilities, and solicits other community resources in the implementation of programs. Participates in various Departmental, District and community committees
- Design, implement and monitor yearly budgetary guidelines for all above programs
- Review and approve department time on the time clock system; ensure that all entries are correct
- Responsible to keep staff informed of and ensuring compliance with District policies and procedures as well as Federal, State and local requirements, including Title 22, Division 12, of Community Care Licensing
- Works closely with District Administration and District Office in matters related to the Youth Services programs
- Creates and distributes program marketing materials.
- Ensure completion of paperwork by all new departmental hires
- Answers telephone and responds to questions from the public

### NON-ESSENTIAL JOB FUNCTIONS:

- Responsible for all purchasing of program supplies
- Ensure informative voice mail outgoing messages are current
- Plans/participates in special events, community involvement and/or field trips
- Assist with class, event and meeting set-up
- Prepare and deliver departmental updates to Board of Directors at monthly meetings
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; ability to multi-task; budget management as pertaining to Youth Services programs; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing and spreadsheets, preferably on PC based systems; have knowledge of the following: Theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; knowledge of federal and state laws, rules and regulations regarding employment and human resources practices; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.



## EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High school diploma or equivalent and 18 years of age or older. Completion of 15 semester units in Early Childhood Education or related units which must include Administration class dealing with Title 22 (State Licensing Requirement) plus a minimum of four years supervising elementary/preschool-aged children.

**And/or:** an A.A. degree from an accredited college or university with a minimum of two years supervising elementary/preschool aged children. 15 units in Early Childhood Education or related units must be included within degree units including 3 units of Administration for Title 22.

**And/or:** a BA degree from an accredited college or university with at least one year experience supervising elementary or preschool aged children. 15 units in Early Childhood Education or related units must be included within/extra of degree units including 3 units of Administration for Title 22.

Any other new licensing requirements will have to be completed as required.

Two or more years of experience in staff management. Must have working knowledge of before/after school programs and policies.

## LICENSES, CERTIFICATES AND IMMUNIZATIONS

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and a check against the Child Abuse Index. Conviction of certain criminal offenses may prohibit employment.

## WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

*Youth Services Manager - Job Description*  
*REVISED January, 2021*

Position requires both day and evening hours, including weekend and holiday shifts. Split shifts or substituting may be required.

**COMPENSATION:** Salaried exempt non-union position.

Wage rate range

~~\$28.00 – \$37.52~~

**\$30.00 - \$40.12 - Proposed**

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**

## **4.5 Cover sheet – Amendments to Administrative Assistant Job Description**

Auburn Area Recreation and Park District Policy Committee meeting January, 2022

### **The Issue**

Shall the Auburn Area Recreation and Park District (ARD) amend the job description for the Administrative Assistant position?

### **Background**

ARD staff would like to make some modifications to the existing Administrative Assistant job description. These modifications will allow for more flexibility in how we use a person in that role.

Staff has reviewed the job description and made a few suggested changes.

### **Recommendation for the Policy Committee**

Review and send a positive recommendation to approve the amendments to the Administrative Assistant position. Recommend sending to the Consent Calendar.

### **Fiscal Impact**

N/A

### **Attachments**

Administrative Assistant job description (proposed amendments highlighted)

## ADMINISTRATIVE ASSISTANT

**DEFINITION AND PURPOSE:** Under the general direction of the District Administrator, the Administrative Assistant performs a wide variety of responsible secretarial and administrative support for the District Administrator and any department managers, and Administrative Services Manager. Individuals in this position must keep multiple tasks on schedule, use tact and judgment, and preserve confidentiality of sensitive information.

### ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Perform as confidential Administrative Assistant, including keeping and maintaining confidential records and files
- Assist with the coordination and the preparation of Board of Directors and Committee Meetings and agendas, which include background materials and indexes; assembles, photocopies, has Directors' minutes bound and mailed and/or hand-delivered; faxes agendas to individuals and newspapers as required; Posts agendas in a timely fashion
- In the absence of an Executive Assistant or Clerk, may attend Board and Committee Meetings as the Clerk to the Board per California Public Resource Code 5784.7; takes minutes and types in draft form for review by District Administrator. Prepares minutes in final form
- May attend staff and other meetings; prepares minutes as assigned
- Prepare draft copy of letters and memoranda from oral and written instructions
- Perform a variety of office assignments including filing, typing, data entry, document preparation, updating records and creating spreadsheets using computer software (Word, Excel). Also operates a variety of office equipment
- Assist in updating District Manuals to include, but not limited to, Board Policy, Personnel Policy, Standard Operating Procedures manuals, Performance Evaluations and job descriptions
- Provide support in curriculum development, classroom management and general planning for Youth Services Department Programs
- Plan and assist in District Special Events
- Research and plan training events
- Provide coverage for lunches, breaks and vacation for department staff as needed
- Serve on Community Committees and Organizations as beneficial to the District
- Provides excellent customer service to residents, visitors and users of District facilities
- Respond to Requests for District information
- Perform assigned basic fact-finding studies and analyses; conducts research and compiles data and information as needed, and proofreads the work of District staff
- Screens calls and visitors; opens and distributes mail

### NON-ESSENTIAL JOB FUNCTIONS:

- Receives payments and issues receipts
- Conducts compensation surveys
- Other duties as assigned

### KNOWLEDGE, SKILLS AND ABILITIES

Strong organizational skills; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with word processing, spreadsheets and finance based programs, preferably on PC based systems; typing at minimum 45 W.P.M.; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public; ability to work with the District Board of Directors.

## **EDUCATIONAL REQUIREMENTS AND QUALIFYING EXPERIENCES**

Two years of college or equivalent with a concentration in management, public administration, or closely related field, and a minimum of two years responsible experience performing the functions of office support operations, or any combination of education and experience to meet qualification. **Experience in child care or classroom experience preferred.**

## **LICENSES AND CERTIFICATES**

Must possess and maintain a valid California C driver's license and a satisfactory driving record based upon specific program needs.

Position requires fingerprint and background check per Section 5164 of the Public Resource Code and per **California Child Care Licensing requirements**. Conviction of certain criminal offenses may prohibit employment.

**Physician Health Screening, TB Clearance and Immunization records may be required, depending on departmental needs.**

## **WORK ENVIRONMENT**

Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when reviewing documents and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 25 pounds is sometimes required. The position requires working in both an indoor, temperature controlled office environment and occasionally in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The noise level of the indoor setting is usually quiet. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, children and equipment used at special events such as generators and amplified instruments.

Position requires both day and evening hours, including weekend shifts and holiday shifts. Split shifts may be required.

**COMPENSATION:** Regularly scheduled part-time non-union confidential position.

Wage rate range

**\$17.29 - \$22.70**

**Auburn Area Recreation and Park District is an Equal Opportunity Employer.**