

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**

WEDNESDAY, OCTOBER 17, 2018, AT 12:00 PM

**CANYON VIEW COMMUNITY CENTER
471 MAIDU DRIVE, 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 in the District's Office at 471 Maidu Drive, Auburn, CA 95603. In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact the District Clerk at (530) 537-2187. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting.

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 September 19, 2018 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Recommendation: Review and approve minutes.

4.2 Increase in Pay Scale for Facilities & Grounds Supervisor Position

Shall the Auburn Area Recreation & Park District (ARD) change the pay scale for the Facilities & Grounds Supervisor Position?

4.3 Increase in Minimum Wage

Shall the Auburn Area Recreation & Park District (ARD) change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases as well as increases for staff who supervise?

4.4 Approval of Legal Bills

Recommendation: Review and approve legal bills from September, 2018.

Discussion Items:

None.

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

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

- Quote from SDRMA
- Review the District Transparency Checklist - ongoing.

ADJOURNMENT

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

10-12-18
Date

1:30 pm
Time

P. L. MARR
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes
of the Program, Personnel, Policy, Fee & Legal Review Committee Meeting
Wednesday, September 19, 2018, 12:00 p.m.
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 12:00 p.m.

ROLL CALL

Directors Holbrook and Ferris were both 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 August 22, 2018 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

The minutes from the August 22, 2018 Program, Personnel, Policy, Fee & Legal Review Committee meeting were reviewed and approved by Directors Holbrook and Ferris.

4.2 Approval of Legal Bills from August, 2018

Directors Holbrook and Ferris reviewed and approved the legal bills from August, 2018.

Discussion Items:

1. None.

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

None.

5.1 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

- Quote from SDRMA.
- Review the District Transparency Checklist – ongoing.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:33 p.m.

Board Secretary

Date

Item 4.2 Cover Sheet for Increase in Pay Scale for Facilities & Grounds Supervisor Position

Auburn Area Recreation and Park District Policy Committee October 2018

The Issue: Shall the Auburn Recreation District (ARD) changes the pay scale for the Facility & Grounds Supervisor Position?

Background: The pay scale for the Facilities Coordinator Position was increased on June 28th, 2018 to reflect the changes made per the job audit conducted by ARD. Currently the Facility and Grounds Supervisor position scale tops out below the staff that is being supervised, including the Facilities Coordinator as well as the Senior Park Worker/Pool Operator positions.

Facility and Grounds Supervisor

In reviewing this position's pay scale, it was determined that the wage range should be increased beginning at 5% above the Facilities Coordinator Position.

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.

COMPENSATION: Full-time union position

Wage rate range

\$22.71 - \$30.44 Current

\$27.10 - \$34.59 Proposed

Recommendation: Staff recommends that the policy committee send this item to the full board with a positive recommendation.

Fiscal Impact: \$0.00 affect to current budget (staff will be under original top end of range for at least 3 years).

FACILITIES AND GROUNDS SUPERVISOR

DEFINITION AND PURPOSE: Under the general direction of the Facilities and Grounds Manager, the Facilities and Grounds Supervisor supervises the day to day operations and maintenance of District Facilities. The Supervisor is responsible for training and supervision of a staff of Park Workers, and others to assist with these duties. The Supervisor meets with the Manager to establish clear program direction, evaluate performance of staff and provide/receive feedback to the Manager and staff. The Supervisor 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 training, assigning, planning, reviewing work, maintaining standards, acting on employee problems, and recommending salary increase, discipline and termination
- Coordinates the work of all personnel under their supervision, and assigns routine and special projects in the repair and maintenance of District buildings, grounds, athletic fields, recreation and play areas, and swimming pools
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Assists in the supervision and performance of minor construction on all District facilities, such as carpentry, masonry-interior and exterior
- Assists in the supervision of and performs the maintenance on irrigation systems and plumbing
- Assists with maintenance and repairs of District swimming pools
- Personally performs and assists in the supervision of the planting, cultivating, pruning, and spraying of trees, shrubs, plants, and landscape areas
- Assists other Departmental staff in preparing facilities, fields and other grounds for District use
- Operates and supervises the use a variety of motor vehicles and equipment such as trucks, mowers, tractors, etc.
- Supervise the maintenance of department vehicles and equipment and performs routine safety inspections. Keeps accurate records and complete reports
- Assist department employees with daily timekeeping to ensure all entries are correct
- Assist Department Manager in reviewing and approving all credit card transactions
- Supervise the use and care of power driven and hand tools
- Conduct periodic inventory of tools and supplies and keeps accurate records of such
- Purchase supplies, materials, and equipment needed for proper maintenance following the Districts purchasing policy
- Responds quickly to all safety related issues
- May be "on call" in an emergency situation evenings and weekends
- Responsible for monitoring and maintaining budgets

NON-ESSENTIAL JOB FUNCTIONS:

- Inspects plants, bushes, and trees for diseases and insect pests, and determines appropriate control measures
- Reads blueprints, plans and estimates material needs
- Assists in the preparation of bid specifications for construction and/or remodeling of District facilities
- Performs minor repairs and maintenance work on electrical, heating and cooling systems
- Ability to perform with an oxygen acetylene and arc electrode welder
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

Must have strong organizational skills; ability to multi-task; budget management as pertaining to Facilities and Grounds operations; Knowledge of common methods, equipment and tools used in park, building, garden, tree and turf maintenance; posses knowledge and skills in small engine repairs as well as vehicle maintenance; basic understanding of electrical systems and components; work independently maintain records and prepare reports; communicate effectively both orally and in writing; have knowledge of the following: swimming pool maintenance, filtration, and circulation; theories, principles and practices common to Parks and Recreation maintenance management and services; analyze and resolve unusual situations through application of District policy; basic understanding of 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, and the general public; must have ability to work in a team environment.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

High School diploma or equivalent.

Graduation from an accredited college or university with specialization in park management or related field desired.

Three years in a full time park management/supervisory position.

LICENSES AND CERTIFICATES

License for pesticide/herbicide spraying recommended.

First Aid, CPR, Certified Pool Operator/Aquatic Facility Operator certifications are strongly recommended.

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. 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 when reading documents, inspecting plans and operating a computer. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 100 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, pollen, cleaning and pool 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 construction and maintenance equipment, 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: Full-time union position.

Wage rate range

~~\$22.71 - \$30.44~~

\$27.10 - \$34.59 Proposed

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

Item 4.3 Cover Sheet for Increase in Minimum Wage

Auburn Area Recreation and Park District Policy Committee October 2018

The Issue: Shall the Auburn Area Recreation and Parks District change pay scales for certain job descriptions, based on upcoming mandated minimum wage increases as well as increases for staff who supervise?

Background: The minimum wage in California is set to increase to \$12.00 on January 1, 2019. The spreadsheet below shows the new minimum wage ranges along with adjustments to wages of staff who supervise or lead those that are the subject of minimum wage increases. The fiscal impact to the District is estimated to be \$29,200 for the 2019/2020 fiscal year.

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. Should the Board of Directors approve an increase in a salary or hourly wage schedule for a job description, all employees in the job description will receive a commensurate salary or wage increase.

Assistant Coach – Competitive Swimming

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Assistant Coach – Synchronized Swimming

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Head Coach – Competitive Swimming

Current \$15.39 - \$20.62

Proposed \$16.30 - \$21.36

Head Coach – Synchronized Swimming

Current \$13.24 - \$17.74

Proposed \$14.02 - \$18.38

Swim Aide

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Lifeguard

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Cashier – Pool

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Customer Service Associate

Current \$11.68 – \$15.64

Current \$11.14 - \$14.92 (non Calpers)

Proposed \$12.00 - \$15.73

Customer Service Representative

Current \$14.02 - \$18.81

Current \$13.43 - \$17.99 (non Calpers)

Proposed \$14.40 - \$18.87

Facilities and Grounds Park worker

(Seasonal/temporary non-union position)

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Aquatics Coordinator

Current \$16.76 – 22.46 (non-Calp)

Proposed \$17.75 – 23.79 (non-Calp)

Youth Services Program Leader I

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Head Lifeguard

Current \$12.04 - \$16.11

Proposed \$13.13 - \$17.21

Recreation Aide 1

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

Recreation Aide II

Current \$11.98 - \$16.05

Proposed \$12.69 - \$16.63

Recreation Aide III

Current \$14.58 - \$19.55

Current \$14.27 - \$19.12 (non-Calp)

Proposed \$15.11 - \$20.25

Scorekeeper

Current \$11.33 - \$15.18

Proposed \$12.00 - \$15.73

(Single Scorekeeper)

Current \$15.70 - \$21.04

Proposed \$16.63 - \$21.79

Lic Exempt Preschool Teacher – 2

Current \$11.55 - \$15.45

Proposed \$12.60 - \$16.52

Lic Exempt Preschool Teacher – 3

Current \$13.28 - \$17.77

Proposed \$14.49 - \$18.99

Youth Services Program Leader II

Current \$11.90 - \$15.94

Proposed \$12.60 - \$16.52

Youth Services Program Leader III

Current \$13.68 - \$18.33

Proposed \$14.49 - \$18.99

Youth Services Program Site Director

Current \$15.34 - \$20.55 (P/T/Seas/Temp/non union)

Current \$15.93 - \$21.32 (F/T Union)

Proposed \$16.25 - \$21.29 (P/T/Seas/Temp/nonunion)

Proposed \$16.25 - \$21.29 (F/T Union)

Youth Services Program Coordinator

Current \$17.39 - \$23.30 (non-Calpers)

Current \$17.97 - \$24.10

Proposed \$18.42 - \$24.68

Swim Lesson Instructor

Current \$12.15 - \$16.29

Proposed \$12.87 - \$16.87

Lic Exempt Preschool Teacher - 1

Current \$11.00 - \$14.71

Proposed \$12.00 - \$15.73

Lic Exempt Preschool Site Director

Current \$15.93 - \$21.32 (F/T Union)

Current \$15.34 - \$20.55 (P/T/Seas/Temp/non union)

Proposed \$16.25 - \$21.29 (F/T Union)

Proposed \$16.25 - \$21.29 (P/T/Seas/Temp/non union)

Recommendation:

Staff recommends that the policy committee send this item to the full board with a positive recommendation.

Fiscal Impact:

\$29,200