

DATE SUBMITTED 3/12/19  
 SUBMITTED BY COMMUNITY SERVICES - E. HALLER  
 DATE ACTION REQUIRED 3/20/19

COUNCIL ACTION (X)  
 PUBLIC HEARING REQUIRED ( )  
 RESOLUTION ( )  
 ORDINANCE 1<sup>ST</sup> READING ( )  
 ORDINANCE 2<sup>ND</sup> READING ( )  
 CITY CLERK'S INITIALS [Signature]

**IMPERIAL CITY COUNCIL  
 AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: CONSIDERATION TO CHANGE RECREATION SPECIALIST POSITION FROM PART-TIME TO FULL-TIME POSITION

1. AUTHORIZE CHANGE OF RECREATION SPECIALIST POSITION FROM PART-TIME TO FULL-TIME

DEPARTMENT INVOLVED: COMMUNITY SERVICES

BACKGROUND/SUMMARY:  
 The Community Services Department currently has one full-time Recreation Coordinator and one part-time Recreation Specialist allocated for the Recreation Division. The division provides customer service for the Community Services Department providing public information and assistance with park reservations, program registrations, and Imperial Market Days vendor registrations. The Recreation Division is also responsible for the development and coordination of special events, recreation and aquatic programs in addition to the creation of marketing and promotional materials. Due to the significant volume of activity within the office of Community Services there is a need for at least two full-time positions dedicated to the Community Services office and Recreation Services. It is requested that Council consider changing the Recreation Specialist position from part-time to full-time. The full-time Recreation Specialist position will be non-exempt and represented under Teamsters. Please see attached documents for additional information.

FISCAL IMPACT: There is no significant fiscal impact.	FINANCE INITIALS <u>[Signature]</u>
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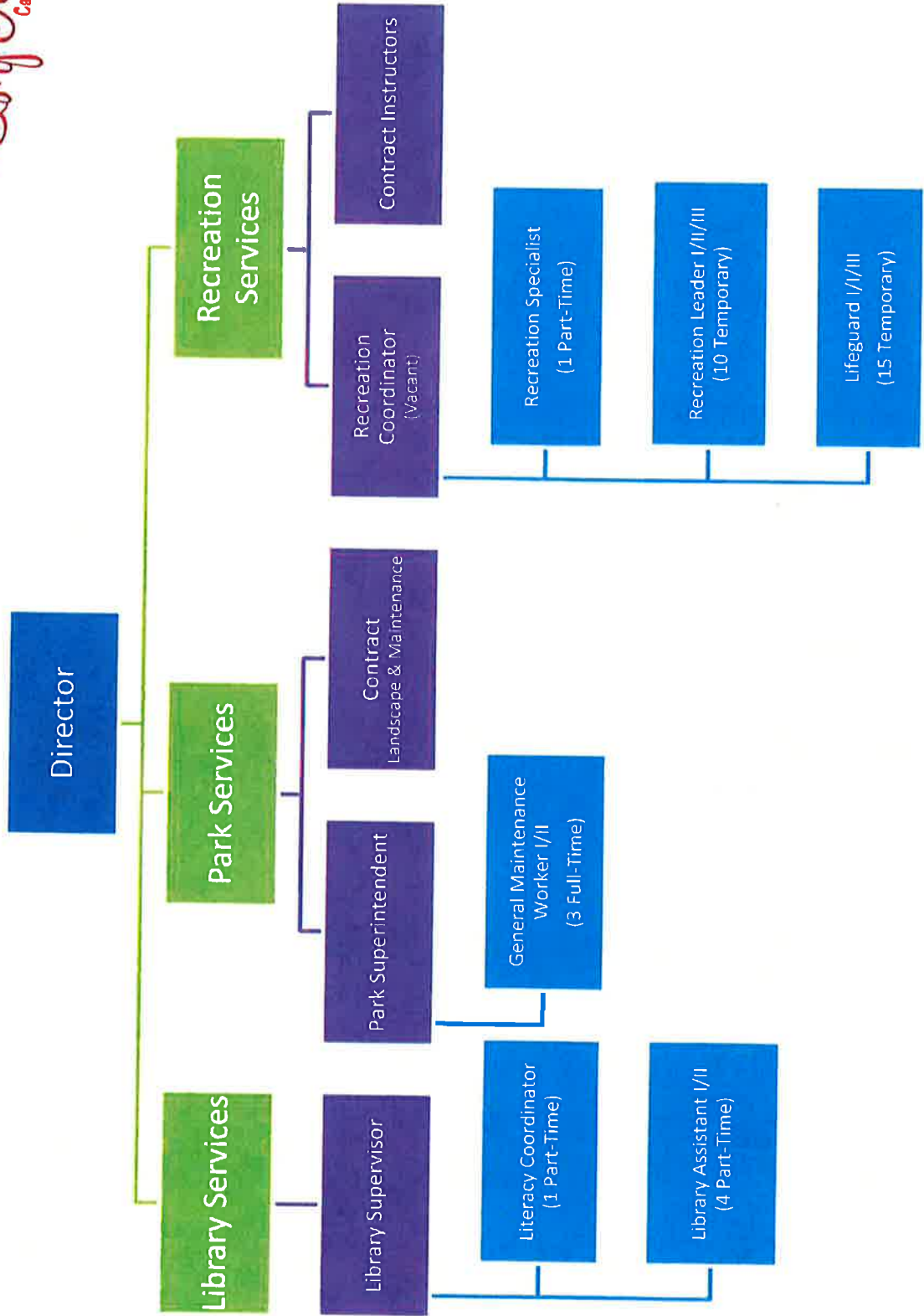
STAFF RECOMMENDATION: The department recommends the City to authorize the change of the Recreation Specialist position from part-time to full-time.	DEPT. INITIALS <u>[Signature]</u>
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MANAGER'S RECOMMENDATION:	CITY MANAGER'S INITIALS <u>[Signature]</u>
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MOTION:

SECONDED:	APPROVED ( )	REJECTED ( )
AYES:	DISAPPROVED ( )	DEFERRED ( )
NAYES:		
ABSENT:	REFERRED TO:	

# Community Services



**Class Title:** RECREATION SPECIALIST

**Bargaining Unit:** This is a non-union position

**Class Code:** 2014-2002

**Salary:** \$14.62 - \$20.57 Hourly  
\$1,169.60 - \$1,645.60 Biweekly  
\$30,409.60 - \$42,785.60 Annually

Under direction, assists in the development and conducting of recreational program activities and services for the community; assists to coordinate special activities and/or city events to promote the benefits of the COMMUNITY SERVICES DEPARTMENT; performs related work as required.

**Duties:**

Duties may include, but are not limited to, the following: assist in the development of city events and recreation activities and services for the community; meet and work with community groups to promote and stimulate city events and recreation programs; has daily contact with the public and maintains excellent customer services; keeps records and prepares reports; assists in developing marketing and promotional materials and correspondence to support recreation and city events. May assist with the updating of the city's website, social media and e-newsletter; may be required to work weekends and holidays.

Performs other related tasks as requested or assigned.

**Qualifications:**

Knowledge of: Principles and practices of public recreation. Instructional techniques and methods for recreation activities. Record keeping and reporting procedures. First aid practices and techniques. Ability to: Understand and carry out oral and written instruction. Meet and deal effectively with the public. Learn and perform assigned tasks. Instruct and lead group recreation activities.

**EDUCATION/EXPERIENCE**

Two or more years of college-level course work in a related field and six months (paid or volunteer) experience as a group activity worker or instructor.

**Additional Information:**

**LICENSE REQUIRED:** Valid California Driver's License.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet, hot and cool conditions. The noise level in the work environment is moderate while inside a facility, and loud while in the field.

**CITY OF IMPERIAL  
SALARY SCHEDULE - PART-TIME CLASSIFICATIONS  
FISCAL YEAR 2018 - 2019**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
11	12.28	12.46	12.65	12.84	13.03
12	12.59	12.78	12.97	13.16	13.36
13	12.90	13.10	13.29	13.49	13.69
14	13.22	13.42	13.62	13.83	14.04
15	13.55	13.76	13.96	14.17	14.39
16	12.94	13.13	13.33	13.53	13.73
17	13.26	13.46	13.66	13.87	14.08
18	13.60	13.80	14.01	14.22	14.43
19	13.93	14.14	14.36	14.57	14.79
20	14.28	14.50	14.72	14.94	15.16
21	14.64	14.86	15.08	15.31	15.54

**COMMUNITY SERVICES**

<i>Library Assistant I</i>	11
<i>Library Assistant II</i>	13
<i>Literacy Coordinator</i>	16
<i>Recreational Specialist</i>	21

5.8% Salary Adjustment  
City Manager approval on 01/09/19  
- added the Rec Specialist

**CITY OF IMPERIAL  
TEAMSTERS SALARY SCHEDULE  
FISCAL YEAR 2018 - 2019**

<u>RANGE</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>	<u>10 YR STEP 8</u>
55	14.66	15.40	16.17	16.98	17.82	18.72	19.65	20.63
56	15.11	15.86	16.66	17.49	18.36	19.28	20.25	21.26
57	15.31	16.08	16.88	17.72	18.61	19.54	20.52	21.54
58	15.70	16.49	17.31	18.18	19.08	20.04	21.04	22.09
59	16.10	16.91	17.75	18.64	19.57	20.55	21.58	22.66
60	16.50	17.33	18.20	19.11	20.06	21.06	22.12	23.22
61	16.88	17.72	18.60	19.54	20.51	21.54	22.61	23.74
62	17.27	18.13	19.04	19.99	20.99	22.04	23.14	24.30
63	17.71	18.60	19.53	20.50	21.53	22.60	23.73	24.92
64	18.16	19.06	20.02	21.02	22.07	23.17	24.33	25.55
65	18.62	19.55	20.53	21.56	22.63	23.77	24.96	26.20
66	19.13	20.08	21.09	22.14	23.25	24.41	25.63	26.91
67	19.56	20.54	21.57	22.65	23.78	24.97	26.22	27.53
68	20.03	21.03	22.08	23.18	24.34	25.56	26.84	28.18
69	20.56	21.58	22.66	23.80	24.99	26.24	27.55	28.93
70	21.05	22.11	23.21	24.37	25.59	26.87	28.21	29.63
71	21.68	22.76	23.90	25.09	26.35	27.67	29.05	30.50
72	22.13	23.24	24.40	25.62	26.90	28.25	29.66	31.14
73	22.66	23.80	24.99	26.23	27.55	28.92	30.37	31.89
74	23.23	24.39	25.61	26.89	28.24	29.65	31.13	32.69
75	23.78	24.97	26.22	27.53	28.91	30.35	31.87	33.47
76	24.38	25.60	26.87	28.22	29.63	31.11	32.67	34.30
77	25.00	26.25	27.56	28.94	30.39	31.91	33.50	35.18
78	25.62	26.90	28.25	29.66	31.14	32.70	34.34	36.05
79	26.47	27.79	29.18	30.64	32.18	33.78	35.47	37.25
80	26.87	28.22	29.63	31.11	32.66	34.30	36.01	37.81

**5.8 Salary Adjustment**

*Implementation as of 1st payday July 2018*

*Updated 09/10/18 - Finance Department*