



Legislation Details (With Text)

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Type: Agenda Item **Status:** Approved

File created: 2/15/2018 **In control:** Board of Supervisors

On agenda: 3/6/2018 **Final action:** 3/6/2018

Title: Human Resources Department recommending the Board approve and adopt the newly revised Park Operations Assistant classification specification.

FUNDING: N/A

Sponsors:

Indexes:

Code sections:

Attachments: 1. A - CLEAN Park Operations Assistant 3-6-18, 2. B - REDLINE Park Operations Assistant 3-6-18

Date	Ver.	Action By	Action	Result
3/6/2018	1	Board of Supervisors	Approved	Pass

Human Resources Department recommending the Board approve and adopt the newly revised Park Operations Assistant classification specification.

FUNDING: N/A

DEPARTMENT RECOMMENDATION

Human Resources Department recommending the Board approve and adopt the newly revised Park Operations Assistant classification specification.

DISCUSSION / BACKGROUND

In anticipation of the upcoming recruiting season, the Human Resources Department, through collaboration with the Parks Manager, has updated the Park Operations Assistant classification specification to reflect the current duties and overall requirements of the classification. This classification is used for extra-help hires only. The History notated on the existing classification specification shows that the classification was created in March 2001, and revisions were made both in March 2010 and July 2013; however, the Parks Manager has indicated that this class has not had a comprehensive review since its inception and is therefore out of date.

Additionally, extra help classifications were not included in the Koff & Associates classification study. Therefore, should the Board approve and adopt the proposed classification specification, this will become the final and current version.

ALTERNATIVES

The Board could choose to not approve and adopt the new classification specification as it is being presented.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

Parks Manager

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

None.

CLERK OF THE BOARD FOLLOW UP ACTIONS

None.

STRATEGIC PLAN COMPONENT

Good Governance

CONTACT

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