

**City Manager's Report****February 11, 2014, City Council Meeting****Prepared by:** Steve Youel, Director of Community Services**Item #:** 8.5

Subject: Adopt a resolution: 1.) Revising the Community Services Department Part-Time Employee Wage Schedule effective July 1, 2014; and 2.) Approving revised job descriptions for the Gold Bug Park Attendant and Swim Instructor positions.

Discussion: The City's part-time employee pay scale was revised in the year 2007 to adjust for a minimum wage increase mandated by the State of California. At the same time, job descriptions and classifications were changed to better reflect the duties associated with each position. A reduction to part-time employee pay rates were made in 2009 when most employees received a 10% pay cut as a result of the negative economic effects of the Great Recession.

Recent legislation mandated by the State of California dictates that the minimum wage will increase from \$8.00 to \$9.00 per hour on July 1, 2014 and again, on January 1, 2016 to \$10.00 per hour. This mandate will have a financial impact on the Community Service Department's budget for the next few years. This recommendation is the first step in an attempt to meet this mandate and still provide the same or greater level of service currently provided.

Since the last part-time pay scale revision, programs and services within the Community Services Department have evolved causing a need to amend existing job descriptions that more accurately define duties and responsibilities associated with each position. Staff feels that it is important to address these revisions in concert with the proposed changes in pay rates.

Two job descriptions have been revised to match the proposed pay scale. The Gold Bug Park Attendant was modified to include additional duties such as cashiering and conducting group tours. Within the Aquatics division, the former Instructor Guard position was re-defined as simply a Swim Instructor.

When creating the new pay scale, staff's intent was to compensate part-time personnel fairly and to remain competitive in the local part-time market in order to attract the best, qualified employees.

Analysis: To achieve a better understanding of the department's part-time wages, staff surveyed several Recreation and Parks Departments with similar programs (Attachment B). The Recreation Departments surveyed were those staff identified as comparable agencies for the City of Placerville. Through the survey, staff discovered that most agencies are similarly in the process of revising fees and pay schedules, so comparisons can only be made based on current information. Staff will not know precisely how the City compares, until new pay scales are established by the agencies surveyed. The proposed pay scale will likely be comparable and keep the City of Placerville competitive in the job market. Revised pay scales from like agencies should be available for comparison prior to budget preparations for the 2015-16 Fiscal Year. In addition, staff contacted several local businesses and independent contractors to determine the local rates for entry level positions.

The proposed Part-Time Wage schedule is outlined in Attachment C. The schedule includes four general employee classifications: 1.) General Recreation, 2.) Aquatics, 3.) Parks, Facilities, and Grounds, and 4.) Gold Bug Park. Each classification shows specific job titles and a five-step scale, with a 3% annual merit increase between each step. The proposed Part-Time Employee Wage Schedule shows wages that would go into effect as of July 1, 2014.

Options: A multitude of pay-rate schedules were considered prior to making a recommendation to City Council. Some pay-rate schedules increased or reduced the percentage between merit steps. Other schedules reduced or increased the number of merit steps for each classification; still others were a combination of the two alternatives. It is staff's opinion that the proposed pay-rate schedule represents a balance between complying with the new State minimum wage mandate and attracting and retaining qualified part-time personnel without placing an undue burden on the City's General Fund.

Cost: Assuming the proposed part-time pay rate schedule goes into effect on July 1, 2014, staff anticipates the overall increased cost for all affected programs will be \$25,101 for Fiscal Year 2014-2015.

Budget Impact: The proposed part-time salary schedule will increase the City's 2014-2015 annual operating budgets for part-time personnel by \$25,101. The financial impact associated with each program is listed in Table 1.

Table 1

PROGRAM	INCREASE TO PART-TIME PERSONNEL EXPENDITURES
Adult Basketball	\$ 558
Adult Softball	\$ 2,515
Adult Volleyball	\$ 145
Aquatics	\$ 13,561
Youth Basketball	\$ 2,005
Gold Bug Park Admissions	\$ 5,138
Youth Sports Camps	\$ 164
General Recreation	\$ 1,015
Total	\$ 25,101

If the proposed part-time pay rate schedule is approved by the City Council tonight, staff will incorporate these costs into the proposed Fiscal Year 2014/2015 Operating Budget. Staff recognizes the importance of recreation and parks programs recovering the direct costs associated with providing the service. This can be accomplished through a variety of strategies including but not limited to: a.) increased participant fees, b.) improved marketing and advertising strategies, c.) enhancements to customer service and d.) product restructuring.

Once a new part-time pay scale is approved by City Council, City staff will work with the City of Placerville Recreation and Parks Commission to develop specific cost recovery strategies for each service area. In an attempt to meet upcoming advertising deadlines, staff would like to present program specific recommendations at the next City Council meeting.

Recommendation: Adopt a resolution: 1.) Revising the Community Services Department Part-Time Employee Wage Schedule effective July 1, 2014; and; 2.) Approving revised job descriptions for the Gold Bug Park Attendant and Swim Instructor positions.

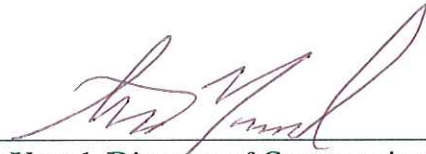
Attachment A—Revised Job Descriptions

Attachment B—Agency Wage Comparison

Attachment C—Proposed Part-Time Wage Scale



M. Cleve Morris, City Manager



Steve Youel, Director of Community Services



Dave Warren, Director of Finance

RESOLUTION NO _____

RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF PLACERVILLE, APPROVING THE COMMUNITY SERVICES
DEPARTMENT PART-TIME EMPLOYEE WAGE SCHEDULE AND REVISED
JOB DESCRIPTIONS FOR THE POSITION OF PART-TIME
GOLD BUG PARKS ATTENDANT AND SWIM INSTRUCTOR

WHEREAS, most part-time City employees have taken a 10.00% pay cut since 2009 due to the negative economic impacts associated with the Great Recession; and

WHEREAS, the City must comply with recent State of California legislation raising the minimum wage from \$8.00 to \$9.00 effective July 1, 2014; and

WHEREAS, the City plans on ending pay cuts to regular full-time City employees beginning in July 2014 due to the improved economic environment; and

WHEREAS, the City desires to compensate its seasonal part-time employee equitably and maintain competitiveness in the part-time seasonal job market.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Placerville approves:

1. A revised job description for the Gold Bug Parks Attendant position as shown in Attachment "A;" and
2. A revised job description for the Swim Instructor position as shown in Attachment "B;" and
3. The Community Services Department 2014/2015 Part- Time Employee Wage Schedule as shown in Attachment "C" effective July 1, 2014.

The foregoing Resolution was introduced at a regular meeting of the City Council of the City of Placerville held on February 11, 2014 by Councilmember _____ who moved its adoption. The motion was seconded by Councilmember _____.

The motion was passed by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Mayor, Carl Hagen

Attest:

Susan Zito, CMC, City Clerk

Revised Job Description
City of Placerville
Recreation Division
Part-Time, Seasonal Job Description

**GOLD BUG PARK
ATTENDANT**

DUTIES AND RESPONSIBILITIES:

Under the direction of the Park Maintenance & Operations Specialist, the Gold Bug Park Attendant is responsible for collecting admission to Gold Bug Mine, cashiering in the Gift Shop, conducting group tours of the mines and stamp mill, and providing information on the Park and the historic Gold Bug Mine.

This position is ideal for an individual interested in working with the public in a park setting. The Attendant must enjoy working with the public and it is helpful to have an interest in local history. A background in interpretation is also beneficial. Training is provided by the City and no previous experience is required.

MINIMUM QUALIFICATIONS:

Age: Applicants must be at least 18 years of age.

LENGTH OF EMPLOYMENT:

Seasonal - (Daily) April through October, (Weekends only) November - February

SALARY:

\$9.00 - \$10.13 per hour

Revised Job Description (formerly Instructor/Guard)

City of Placerville
Recreation Division

SWIM INSTRUCTOR

Examples of Duties: Under the immediate direction of the Pool Manager or Assistant Pool Manager, follows specific techniques and lesson plans for purposeful, progressive swimming lessons for all age groups and multi-ability levels; plans, directs and instructs swimming classes according to City standards; assists in the training of subordinate staff; maintains records and reports as needed; ensures safety of and maintains a constant vigil over students in an assigned area; maintains discipline and orderly conduct among students and enforces all pertinent pool rules and regulations; maintains skills at test-ready levels; performs pool maintenance functions; and performs related work as required.

Qualifications: Any combination of education and experience that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills is:

Certificates: American Red Cross Lifeguard Training/First Aid; CPR/AED for Lifeguards; First Aid for Public Safety Personnel (or other Title 22 equivalent) strongly recommended.

Education/Experience: Must be at least 15 years of age; completion of freshman year of high school, and two seasons as a participant in an aquatics program. Previous swimming instruction or lifeguarding experience desirable.

Skill and Knowledge: Swimming proficiency and endurance; working with people of all ages; performing current swimming rescue, first aid and CPR techniques; providing positive and corrective feedback; stroke mechanics; lesson planning; methods of swimming instruction and teaching progressions; customer service skills; excellent verbal communication skills; preparing reports; following oral and written instructions; working cooperatively with others; being neat, orderly and honest; interpreting policies and procedures.

Salary: \$9.83 - \$11.06 per hour

Hours: May be scheduled to work 5 to 40 hours a week, between the hours of 5:30am and 9:30pm, 7 days a week.

Employment Dates: Seasonal, late May through mid-August, additional spring and fall employment possible

Application Procedure: City Application and Supplemental Aquatics Employment Application are required.

ATTACHMENT B

PART-TIME STAFF HOURLY WAGE COMPARISON
Current Wages as of December 2013

	City of Placerville <i>5 steps</i>	Auburn ARD <i>7 steps</i>	Cameron Park CSD <i>5 steps</i>	City of Folsom <i>5 steps</i>	City of South Lake Tahoe <i>steps vary</i>	El Dorado Hills CSD <i>5 steps</i>	YMCA (Union Mine Pool)
General Recreation							
Youth Sports Official	\$8.00-9.73	n/a	n/a	Contract Officials	n/a	Contract Officials	n/a
Basketball Scorekeeper	\$8.00-9.73	\$12.63-16.93	\$8.00-9.37	\$8.00-\$10.00	n/a	\$8.00-9.72	n/a
Adult Softball Scorekeeper	\$8.38-10.18	\$12.63-16.93	n/a	\$8.00-\$11.20	n/a	\$8.00-9.72	n/a
Office Assistant	\$8.00-9.73	n/a	\$8.25-9.67	\$8.00-\$11.20	\$9.46-11.50	\$10.21-12.41	n/a
Site Supervisor	\$8.00-9.73	n/a	\$8.25-9.67	\$9.60-\$11.20	\$8.01-12.43	\$10.72-13.03	n/a
Gym Supervisor	\$8.38-10.18	\$10.53-14.11	\$8.25-9.67	\$9.60-\$11.20	n/a	\$9.26-11.26	n/a
League Director	\$8.21-9.98	\$16.97-20.63	\$10.00-12.15	\$11.70-\$13.70	n/a	\$10.21-12.41	n/a
Teacher	\$8.21-9.98	\$21.00-28.14	\$10.00-12.15	\$14.00-\$18.00	n/a	\$14.37-17.46	n/a
Aquatics							
Office Assistant	\$8.00-9.73	n/a	\$8.25-9.67	\$8.00-12.00	\$9.46-11.50	\$8.40-11.26	n/a
Lifeguard	\$8.38-10.18	\$9.01-12.08	\$8.40-9.84	\$8.30-10.00	\$9.46-11.50	\$8.40-10.21	\$9.17-11.00
Instructor/Guard	\$8.76-10.65	\$9.42-12.63	\$8.40-9.84	\$8.30-12.00	\$11.77-14.31	\$8.82-10.72	\$9.17-11.00
Assistant Pool Manager	\$9.66-11.74	\$10.30-13.80	n/a	\$10.00-15.00	\$10.42-12.67	\$10.21-12.41	n/a
Pool Manager	\$12.12-14.73	\$13.39-18.14	n/a	\$10.00-15.00	n/a	\$11.82-14.37	n/a
Aquatics Coordinator	\$13.36-16.25	\$14.05-18.85	\$10.00-12.15	n/a	\$18.78	\$13.68-16.63	n/a
Parks, Facilities and Grounds							
Facility Attendant	\$8.00-9.73	\$10.53-14.11	\$8.25-9.67	\$8.00-15.00	\$8.93-13.85	\$10.72-13.03	n/a
Field Maintenance	\$12.34-14.99	\$10.53-14.11	n/a	n/a	\$8.93-13.85	\$10.72-13.03	n/a
Park Maintenance Worker	\$12.34-14.99	\$11.12-14.91	n/a	\$8.00-14.00	\$8.93-13.85	\$10.72-13.03	n/a

ATTACHMENT B (Continued)

	City of Placerville <i>5 steps</i>	Empire Mine Grass Valley, CA <i>4 steps</i>	Kennedy Mine Jackson, CA	Mercer Caverns Murphys, CA <i>no steps</i>
Gold Bug Park				
Mine Attendant	\$8.00-9.73	\$9.98-11.44	Volunteers Only	\$8.00-13.50
Tour Guide	\$8.00-9.73	\$16.89-21.15	Volunteers Only	\$8.00-13.50
Gift Shop Cashier	\$8.00-9.73	\$9.98-11.44	Volunteers Only	\$8.00-13.50
Gift Shop Coordinator	\$13.36-16.25	\$11.52-12.74	Volunteers Only	\$8.00-13.50

PART-TIME STAFF HOURLY WAGE COMPARISON
Current Wages as of December 2013

EMPLOYER	STARTING HOURLY RATE
McDonalds	\$8.00
Jamba Juice	\$8.00
Taco Bell	\$8.00
Starbucks	\$8.00
Wal-Mart	\$8.00
Save Mart	\$9.10
Home Depot	\$9.25
BOA Vista (Seasonal)	\$9.00
In & Out Burger	\$10.50

ATTACHMENT C

City of Placerville
 Community Services Department Part-Time Employee Wage Schedule
 Current vs. Proposed-Presentation
 Effective July 1, 2014

Position	Step 1	Step 2	Step 3	Step 4	Step 5
<i>General Recreation</i>					
Youth Sports Official (Current)	\$ 8.00	\$ 8.41	\$ 8.82	\$ 9.26	\$ 9.73
2014 Proposed	\$ 9.00	\$ 9.27	\$ 9.55	\$ 9.83	\$10.13
Basketball Scorekeeper (Current)	\$ 8.00	\$ 8.41	\$ 8.82	\$ 9.26	\$ 9.73
2014 Proposed	\$ 9.00	\$ 9.27	\$ 9.55	\$ 9.83	\$10.13
Adult Softball Scorekeeper (Current)	\$ 8.38	\$ 8.80	\$ 9.24	\$ 9.70	\$10.18
2014 Proposed	\$ 9.27	\$ 9.55	\$9.83	\$10.13	\$10.43
Office Assistant (Current)	\$ 8.00	\$ 8.41	\$ 8.82	\$ 9.26	\$ 9.73
2014 Proposed	\$ 9.00	\$ 9.27	\$ 9.55	\$9.83	\$10.13
Gym Supervisor (Current)	\$ 8.38	\$ 8.80	\$ 9.24	\$ 9.70	\$10.18
2014 Proposed	\$ 9.27	\$ 9.55	\$ 9.83	\$10.13	\$10.43
League Director (Current)	\$ 8.21	\$ 8.62	\$ 9.05	\$ 9.51	\$ 9.98
2014 Proposed	\$ 9.55	\$ 9.84	\$10.13	\$10.44	\$10.75
<i>Aquatics</i>					
Lifeguard (Current)	\$ 8.38	\$ 8.80	\$ 9.24	\$ 9.70	\$10.18
2014 Proposed	\$ 9.27	\$ 9.55	\$ 9.83	\$10.13	\$10.43
Office Assistant (Current)	\$ 8.00	\$ 8.41	\$ 8.82	\$ 9.26	\$ 9.73
2014 Proposed	\$ 9.00	\$ 9.27	\$ 9.55	\$ 9.83	\$10.13
Instructor / Guard (Current)	\$ 8.76	\$ 9.20	\$ 9.66	\$10.14	\$10.65
2014 Proposed (Swim Instructor)	\$ 9.83	\$10.12	\$10.43	\$10.74	\$11.06
Assistant Pool Manager (Current)	\$ 9.66	\$10.14	\$10.64	\$11.18	\$11.74
2014 Proposed	\$10.64	\$10.96	\$11.29	\$11.63	\$11.98
Pool Manager (Current)	\$12.12	\$12.73	\$13.36	\$14.03	\$14.73
2014 Proposed	\$13.36	\$13.76	\$14.17	\$14.60	\$15.04
Aquatics Coordinator (Current)	\$13.36	\$14.03	\$14.73	\$15.47	\$16.25
2014 Proposed	\$14.73	\$15.17	\$15.63	\$16.10	\$16.58
<i>Parks, Facilities and Grounds</i>					
Facility Attendant (Current))	\$ 8.00	\$ 8.41	\$ 8.82	\$ 9.26	\$ 9.73
2014 Proposed	\$ 9.00	\$ 9.27	\$ 9.55	\$ 9.83	\$10.13

Field Maintenance (Current)	\$12.34	\$12.95	\$13.60	\$14.28	\$14.99
2014 Proposed	\$13.60	\$14.01	\$14.43	\$14.86	\$15.31
Park Maintenance Worker (Current)	\$12.34	\$12.95	\$13.60	\$14.28	\$14.99
2014 Proposed	\$13.60	\$14.01	\$14.43	\$14.86	\$15.31
<i>Gold Bug Park</i>					
Mine Attendant (Current)	\$ 8.00	\$ 8.41	\$ 8.82	\$ 9.26	\$ 9.73
2014 Proposed	\$ 9.00	\$ 9.27	\$ 9.55	\$ 9.83	\$10.13
Gold Bug Gift Shop Coordinator (Current)	\$13.36	\$14.03	\$14.73	\$15.47	\$16.25
2014 Proposed	\$14.73	\$15.17	\$15.63	\$16.10	\$16.58