

City of Carson City Agenda Report

Date Submitted: April 18, 2014

Agenda Date Requested: May 1, 2014

Time Requested: Consent

To: Mayor and Supervisors

From: Parks and Recreation Department

Subject Title: For Possible Action: To approve a reclassification of an Administrative Assistant to a Business Manager within the Parks and Recreation Department. (Roger Moellendorf)

Staff Summary: The employee is currently performing the duties that are appropriate for a Business Manager position. The employee was erroneously downgraded from an Administrative Assistant II grade 19 to an Administrative Assistant grade 15 on June 3, 2010 due to an adjustment through conversion to the P2K system. This demotion was made without performing a job audit or without notifying the employee or the employee's supervisor, the department director. This situation wasn't discovered until July 1, 2013 after the employee's performance evaluation revealed that the employee was topped out and not eligible for a full merit increase. The Internal Finance Committee approved bringing this reclassification request to the Board of Supervisors on March 12, 2014 with the recommendation that if approved the reclassification would take effect July 1, 2014.

Type of Action Requested: (check one)

Resolution Ordinance
 Formal Action/Motion Other (Specify)

Does This Action Require A Business Impact Statement: Yes No

Recommended Board Action: I move to approve a reclassification of an Administrative Assistant to a Business Manager within the Parks and Recreation Department.

Explanation for Recommended Board Action: The tasks, duties and responsibilities of this employee are most closely aligned with those of a Business Manager and in fact the employee's responsibilities are very similar to other Business Managers within the City organization. The employee was originally classified as an Administrative Assistant I. Through budget cuts the department eliminated two and half management assistants, thus increasing the work load and responsibilities of this employee. On July 1, 2009 the employee was promoted to an Administrative Assistant II, grade 19 based on the added responsibilities the employee was given. The employee is responsible for the supervision of two management assistants, tracks departmental budgets, audits payroll, audits and tracks all grants, is the departmental administrator of the Active Strategies program, supervises the department's rental and reservation system, plans, monitors and oversees the departmental office work flow, supervises the posting of departmental public meeting notifications and the assembling and distribution of departmental Board Action Reports and agendas for all four of the advisory committees that the Parks and Recreation Department serves.

Applicable Statue, Code, Policy, Rule or Regulation: N/A.

Fiscal Impact: \$8,767.16/year (\$7,452.08/year General Fund) including benefits.

Explanation of Impact: If approved, the annual Parks and Recreation budget will be reduced by an additional \$8,767.16 including benefits. Also, if approved, staff recommends that the reclassification becomes effective July 1, 2014; therefore, the FY14/15 budget will need to augmented by \$8,767.16 (\$7,452.08 General Fund – 85%, \$1,315.07 Quality of Life – 15%).

Funding Source: 101-5005-452-01-01, 254-5012-452-01-01, 254-5047-452-01-01

Alternatives: Do not approve the re-classification request.

Supporting Material: Request for Compensation Review form dated March 3, 2014.

Prepared By: R. Moellendorf
Roger Moellendorf, Parks & Recreation Director

Date: 4/27/14

Reviewed By: R. Moellendorf
Roger Moellendorf, Parks & Recreation Director

Date: 4/27/14

Marena Works
Marena Works, Interim City Manager

Date: 4/28/14

District Attorney's Office
District Attorney's Office

Date: 4/28/14

David Paulson
Finance Department

Date: 4/28/14

Board Action Taken:

Motion: _____ 1: _____ Aye/Nay

2: _____

(Vote Recorded By)

Request for Compensation Review

Submitted by: Roger Moellendorf
Department: Parks & Recreation

Date: March 3, 2014
Position: Parks & Recreation Director

EMPLOYEE NAME: Daria Baker

POSITION: Administrative Assistant

GRADE/STEP/RANGE: UNC 15 **CURRENT HOURLY WAGE/ANNUAL SALARY:** \$30.1071/\$62,622.76

Please check only one:

RECLASSIFICATION: New duties & responsibilities have been assigned to the position and may require a review of the assigned grade/step and/or FLSA status.

PROMOTION: Employee may qualify for advancement as a result of the completion of a required certificate, license, or degree and has demonstrated the ability to perform additional duties or greater responsibilities.

EQUITY ADJUSTMENT: Based on internal/external compensation analysis, an hourly rate or annual salary increase may be justified to ensure pay for assigned duties and responsibilities.

RESPONSIBILITY PAY: From _____ To _____

Per collective bargaining agreement or by Department Head approval, an employee is requested to perform additional duties or assume increased responsibilities for a defined period, not to exceed 6 months.

Current Primary Duties:

- Provide daily supervision to two mgmt. assistants
- Manages & tracks departmental budgets including preparation, preparing Q18, RCT, Grants, and Gift & Donation carryover budgets, monitoring and producing weekly budget tracking reports. Balances AP & P-card invoices to the HTE system. Balance invoices for YSA and STC budgets. Daily balances, records & deposits all cash and other deposits and processes revenue reports including Lone Mountain Cemetery.
- Audits, tracks and keys all Parks payroll including employment agency. Audits & tracks inmate payroll timesheets.
- Audits, tracks, balance & provide reports on all grants. Submits drawdown requests to grant agencies for reimbursement.
- Weekly tracks all departmental contracts & processes all miscellaneous contracts and new contracts. Initiates submittal process for new grant, and forwards to contract manager for execution.

Additional position qualifications, certification, license, degree, supervision, etc.:

- High school diploma required some college in bookkeeping and accounting is helpful. Four years of experience in secretarial or office

Current Primary Duties cont.:

- Departmental administrator for the Active Strategies, including the collection of and the uploading of data as well as assisting director in the creation of measures and managing scorecards.
- Provides assistance and makes recommendations regarding departmental fees & charges. Oversees the departmental rental & reservation process.
- Process annual Tree City USA Award application.
- Supervises and oversees the posting of departmental public meetings as well as the completion of the Parks & Recreation Advisory Commission, Open Space Advisory Committee, the Cultural Commission and Shade Tree Council advisory committees' agendas and packets.
- Oversees & supervises the assembling and distribution of Board Action Reports for the department for Board of Supervisors' agendas.
- Covers other management assistance duties in their absence.
- Processes all departmental travel requests and completes required reservations and registrations as needed.

Additional Comments: This Request for Compensation Review is submitted by the Department

business management in including supervision.

Director in order to request that Daria and this position be reclassified and restored to it the previous Grade UNC 19 which is more appropriate for the level of duties and responsibilities that this position entails. Daria position was downgraded in June of 2010 without notice or without a job audit conducted. I believe that the position described is consistent with the new Business Manager position proposed by Pontifex.

***Please note: There should be no discussion with employee prior to approval by HR/City Manager.*

DEPARTMENT HEAD SIGNATURE:



Human Resources Use Only

Comments: _____

New Position: _____ Effective Date: _____

New Grade/Step or Range: _____ New Rate: _____ Review Date: _____

Approved By: _____

City Manager

_____ Date

Human Resources Director

_____ Date

11/07