



CITY OF COMMERCE AGENDA REPORT

TO: HONORABLE CITY COUNCIL

FROM: CITY ADMINISTRATOR

SUBJECT: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COMMERCE, CALIFORNIA APPROVING REVISIONS TO THE PERSONNEL CLASSIFICATION AND COMPENSATION PLAN BY CREATING A NEW FULL-TIME HEAD TRAVEL SPORTS COACH CLASSIFICATION.

MEETING DATE: OCTOBER 2, 2018

RECOMMENDATION:

Adopt a resolution approving the creation of a new Head Travel Sports Coach classification along with its respective job description and salary level.

ANALYSIS:

The Human Resources Department periodically reviews classification specifications and recommends changes to the City's Classification and Compensation Plan. Staffing and compensation needs were discussed and reviewed with the Parks and Recreation Department. In order to meet current and future needs for the Parks and Recreation Department, a Head Travel Sports Coach will be recruited.

Staff recommends the approval of the following new classification:

Head Travel Sports Coach – The duties of the Head Travel Sports Coach position in the Parks and Recreation Department includes general supervision, instruction and supervision of group travel teams, which may include, but not limited to, baseball, basketball, volleyball, soccer and karate, and other non-aquatic recreational sports activities for the City of Commerce. This position will be responsible for the sports division in the absence of the Sports Supervisor.

The job description for the position encompasses a full scope of responsibilities, duties and requirements of the position and is attached for review and approval.

FISCAL IMPACT

Staff recommends that the Head Travel Sports Coach position be placed at the Full-Time Salary Range 21.5 (\$5,009.875 - \$6,103.511).

The projected budget impact for the recommended staffing enhancement to improve

the effectiveness of the Parks and Recreation Department is \$89,479 for a full year. Assuming this position starts November 1st the budget impact for fiscal year 2018/19 would be \$52,196. If approved the recurring surplus of \$540,288 would be reduced to \$488,092 for fiscal year 2018/19.

RELATIONSHIP TO STRATEGIC GOALS:

This agenda report relates to the 2016 City of Commerce Strategic Guiding Principle – City Organization, as follows:

- Establish clear expectations, roles and responsibilities for all employees, elected officials, appointed commissioners and committee members, and volunteers.

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ATTACHMENTS:

Submitted by: Ela Pappo, Director of Human Resources

Budget Impact: Vilko Domic, Director of Finance

Approved as to Form: Noel Tapia, City Attorney

Respectfully submitted by: Edgar P. Cisneros, City Administrator