

CITY OF JOPLIN COUNCIL AGENDA ITEM

ITEM

Council Bill 2019-603 -approving the job description changes and reclassification of positions for Parks and Recreation Department; and amending the Annual Budget of the City of Joplin for the Fiscal Year 2017-2018.

MEETING DATE

January 22, 2019

ORIGINATING DEPT

Human Resources Department

ATTACHMENTS

Council Bill No. 2019-603 Ordinance; Budget Amendment; Schedule A; Personnel Board meeting minutes; supporting documents.

REVIEWED BY

Human Resources: David Allgood; Department Head of Parks and Recreation: Paul Bloomberg; Finance Department: Leslie Haase; City Attorney: Peter Edwards; City Manager: Sam Anselm

SUMMARY

This Council Bill approves a change to reorganize the Parks and Recreation Department; and reclassify the Seasonal Laborer to Outside Service Attendant. Change the Job Description and Title of Business Development Manager to Recreation Manager.

BACKGROUND

The Parks and Recreation Department has been utilizing a Seasonal Labor from the Golf Maintenance Division to perform the duties of an Outside Service Attendant. The Outside Service Attendant will provide customer service, directions to patrons around the golf course grounds, tournament assistance, rental club and golf cart rental. In addition, this position will also ensure the availability and cleanliness of rental carts, daily maintenance of the golf cart fleet, handle general janitorial duties around the clubhouse; which includes trash removal, mopping and cleaning restrooms and any other duties needed by the golf professionals.

This position would have the same level of responsibilities as a part-time Cashier. The Parks and Recreation Department will fund this position by moving one Seasonal Labor position (pay range 520) to an Outside Service Attendant position (pay range 500). This would result in a savings in the Departmental budget.

In 2016 the Parks and Recreation Department reorganized job responsibilities within the Recreation Division because of layoffs the City of Joplin had experienced. To operate effectively and efficiently the department moved several responsibilities, that the Assistant Director position oversaw, to the Business Development Manager. By doing this, their title and responsibilities no longer reflected the position of Business Development Manager. The department has reviewed other parks and recreation departments and found that the job responsibilities this position has been performing match the job title of a Recreation Manager position, therefore the department request that the title of the Business Development Manager position be changed to the Recreation Manager. This position will stay in the same pay range of 300 and will not change the

Departments budget.

FUNDING SOURCE

There is no change in the parks department for the reclassification, which is included in the adopted fiscal year 2019 budget. The seasonal reclassification in the golf course will result in some actual savings, but no budget amendment is required as the funds are included in the adopted fiscal year 2019 budget.

RECOMMENDATION

Staff recommends approval of this council bill on first reading.