



TOWN OF APPLE VALLEY

TOWN COUNCIL STAFF REPORT

To: Honorable Mayor and Town Council **Date:** February 27, 2018

From: Nikki Salas, Assistant Town Manager **Item No:** 5

Subject: ADOPT RESOLUTION NO. 2018-06, A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE CLASS AND SALARY PLAN FOR THE TOWN OF APPLE VALLEY

T.M. Approval: _____

Budgeted Item: Yes No N/A

RECOMMENDED ACTION:

That the Town Council adopt the attached Resolution No. 2018-06, a Resolution of the Town Council of The Town of Apple Valley, California, amending the current Class and Salary Plan.

SUMMARY:

The Park and Recreation department is proposing restructuring its existing positions. The department recommends downgrading a current vacant Recreation Supervisor position and replacing it with a new classification, Recreation Specialist, to handle a variety of specialized duties within the department. To facilitate this restructuring, the Human Resources department worked with the Park and Recreation Department and is recommending the creation of the Recreation Specialist job classification, at salary range 30: \$2,092 - \$2,965 per month.

BACKGROUND:

The Town of Apple Valley has a rich history of doing more with less. In honor of that tradition, the Park and Recreation Department is looking to streamline the supervision of

the Recreation Division while maximizing the talents of existing staff to meet the internal and external needs of the organization. The creation of new classification will provide Programming responsibilities within Recreation Division at a more appropriate staffing level, eliminating multiple Recreation Supervisors, and aligning the current staff under the last existing Recreation Supervisor position.

FISCAL IMPACT:

There is no additional cost for these changes for the remainder of the 2017/2018 Fiscal Year. By utilizing the proposed classification within the Park and Recreation Department, the town can anticipate a cost reduction of \$34,639 within the current budget year and potential ongoing savings of \$55,855 annually.

ATTACHMENTS:

1. Resolution No. 2017-06
2. Exhibit A – New Classification, Recreation Specialist
3. Exhibit B – Town of Apple Valley Classification Plan FY 2017-2018

RESOLUTION NO. 2017-06

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF APPLE VALLEY, CALIFORNIA, AMENDING THE CLASSIFICATION PLAN FOR THE TOWN OF APPLE VALLEY

WHEREAS, the Town Council of the Town of Apple Valley has established classification plan for the Town of Apple Valley employees; and

WHEREAS, the Town Council of the Town of Apple Valley wishes to modify the classification plan for the Town of Apple Valley employees.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Create new job classification in accordance with Exhibit A.
2. Said job classification shall be established effective on February 27, 2018.
3. Revised salary and classification plan is hereby adopted in accordance with Exhibit B.
4. Said salary schedules and classification plan shall become effective on February 27, 2018.
5. All resolutions, parts of resolutions in conflict herewith are hereby amended to be consistent herewith.

Unless otherwise noted, the effective date of this Resolution shall be February 27, 2018.

APPROVED and **ADOPTED** by the Town Council of the Town of Apple Valley this 27th day of February 2018.

Art Bishop, Mayor

ATTEST:

La Vonda M-Pearson, Town Clerk

EXHIBIT A



February 2018
FLSA: NON-EXEMPT

RECREATION SPECIALIST

DEFINITION

Under general supervision, administers one or more aspects of the recreation program and performs a wide variety of duties including planning, coordinating, promoting, and scheduling of recreation programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from a Recreation Coordinator or other designated supervisory staff. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

CLASS CHARACTERISTICS

This is the journey level position in the Recreation class series. Incumbents, under the direction of a Recreation Coordinator or higher, have independent responsibility over organizing, leading, teaching, and conducting one or more recreation program areas. Incumbents at this level are expected to plan and coordinate special events and programs, as well as the development of comprehensive recreation programs for all ages. Work is generally reviewed upon completion for final results. Incumbents are expected to solve most problems through the application of departmental policies and procedures, referring those matters that involve a deviation to the supervisor for instructions. This class is distinguished from Recreation Coordinator in that the latter has responsibility for supervision over one or more major recreation program areas.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assists in the planning, organizing, and review of assigned staff, contract providers, and volunteers assigned to a recreation program.
- Develops, coordinates, and implements recreational activities.
- Assist with staff training in work and safety procedures; in the operation and use of equipment and materials; implements procedures and standards.

- Assists with monitoring operations and activities of one or more assigned recreation programs.
- May supervise participants in a variety of program activities consistent with assigned recreation program.
- Participates in the planning and implementation of recreation activities appropriate for participant age groups, reflective of traditional theories and practices, and in compliance with Federal, State and local laws, regulations, and guidelines.
- May oversee the design and preparation of a variety of publicity/informational strategies and materials; reviews documents for subordinate staff; disseminates materials through appropriate channels.
- Maintains records and files on all participants; updates emergency and other pertinent information on a regular and as needed basis.
- Assists with the coordination and participation in a variety of program operations and facility maintenance activity as well as facility rentals and usage.
- Promotes safety and renders first aid as required.
- Monitors and evaluates the effectiveness of the assigned program, activities, and special events and recommends improvements or modifications.
- Maintains a variety of logs, records, and files.
- Responds to participants' and/or parents' needs for assistance or information.
- Monitors the proper and safe use of program facilities by participants.
- Assists in planning and conducting special events; sets up and takes down tables, chairs, and equipment, for classes, activities, events, and meetings.
- Monitors facility use; opens, closes, and secures building for events.
- May coordinate and participate in a variety of program operations and facility maintenance activities.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Knowledge of Town recreation policies and procedures.
- Basic principles and practices of employee and volunteer supervision.
- Basic principles and practices of recreation administration which may include staff training, coaching, scheduling, resource utilization, and purchasing.
- Principles, practices, methods, techniques, procedures, and customer service delivery needs related to the program area(s) to which assigned.
- Basic recreational, cultural, and social needs of the community.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Safety principles and practices, including basic first aid and adult and child cardiopulmonary resuscitation (CPR) methods.
- Applicable Federal, State, and local laws, regulations, codes, and guidelines related to the program area(s) and facilities to which assigned.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Record keeping principles and procedures.

- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques of dealing with individuals of various ages and from various socio-economic groups, and for effectively representing the town in contacts with users and the community.
- Techniques for providing a high level of customer service to public and town staff, in person and over the telephone.

Ability to:

- Provide basic supervision, training, coaching, and scheduling to assigned staff; supervise assigned recreation site(s).
- Plan, coordinate, review, and evaluate customer service delivery to promote recreational activities.
- Effectively coordinate and administer a variety of programs and projects.
- Recommend recreation programs based upon community needs, available resources and overall Town priorities and policies.
- Exercise sound judgment and respond sensitively to community issues and concerns.
- Write reports and maintain accurate records.
- Communicate effectively in person, over the telephone, and in writing with a variety of personnel and establish effective working relationships.
- Learn, interpret, apply, and explain Federal, State, and local policies, procedures, laws, and regulations related to the assigned program area(s).
- Provide courteous assistance to facility patrons.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and/or adult and child cardiopulmonary resuscitation.
- Maintain and update a variety of files and records, including confidential documentation.
- Understand and carry out both oral and written instructions in an independent and timely manner.
- Organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment, including computer equipment and specialized software application programs.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in business or public administration, recreation, facilities maintenance, or closely related field, and three (3) years of increasingly responsible experience in recreation program assistance, facilities administration and coordination, or related functional area, including extensive customer service.

License:

- Cardiopulmonary Resuscitation Certificate, (CPR) for infant, child, and adult; Standard First Aid Certificate.
- Valid California class C driver's license with satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs, arrange facilities for special events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions, including potentially lifting and carrying young children, as needed.

ENVIRONMENTAL ELEMENTS

Employees mostly work indoors with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Occasionally, employees may work outdoors and may be exposed to inclement weather conditions and hot and cold temperatures. Incumbents may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EXHIBIT B

Town of Apple Valley Classification Plan FY 2017-2018

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Account Clerk I</u>	<u>32</u>	\$2,956	to	\$4,178
<u>Account Clerk II</u>	<u>36</u>	\$3,263	to	\$4,611
<u>Accountant I</u>	<u>46</u>	\$4,178	to	\$5,903
<u>Accountant II</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Accounting Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Administrative Analyst I</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Administrative Analyst II</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Administrative Secretary</u>	<u>44</u>	\$3,976	to	\$5,619
<u>Animal Services Officer II</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Animal Services Supervisor</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Animal Services Attendant</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Animal Health Assistant</u>	<u>35</u>	\$3,184	to	\$4,499
<u>Animal Services Assistant</u>	<u>24</u>	\$2,426	to	\$3,429
<u>Animal Services Manager</u>	<u>NR</u>	\$7,017	to	\$9,915
<u>Animal Services Officer I</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Animal Services Technician</u>	<u>36</u>	\$3,263	to	\$4,611
<u>Assistant Director of Community Development</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Econ Dev & Housing</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Energy & Environmental Services</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Director of Finance</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Assistant Planner</u>	<u>50</u>	\$4,611	to	\$6,516

Effective: 2/27/2018

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Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Assistant Pool Manager</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Assistant Town Manager</u>	<u>NR</u>	\$15,463	to	\$18,208
<u>Associate Planner</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Code Enforcement District Supervisor</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Code Enforcement Manager</u>	<u>NR</u>	\$7,017	to	\$9,914
<u>Code Enforcement Officer I</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Code Enforcement Officer II</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Code Enforcement Technician</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Community Development Director</u>	<u>NR</u>	\$9,607	to	\$12,688
<u>Community Enhancement Officer</u>	<u>40</u>	\$3,602	to	\$5,090
<u>Custodial Aide</u>	<u>21</u>	\$2,253	to	\$3,184
<u>Custodian</u>	<u>27</u>	\$2,613	to	\$3,692
<u>Customer Service Representative</u>	<u>34</u>	\$3,106	to	\$4,389
<u>Deputy Town Clerk</u>	<u>49</u>	\$4,499	to	\$6,357
<u>Director of Animal Services</u>	<u>NR</u>	\$9,992	to	\$13,103
<u>Director of Communications</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Director of Finance</u>	<u>NR</u>	\$11,556	to	\$14,056
<u>Director of Human Resources and Risk Management</u>	<u>NR</u>	\$9,992	to	\$13,195
<u>Director of Marketing & Quality of Life</u>	<u>NR</u>	\$8,341	to	\$11,786
<u>Director of Public Works</u>	<u>NR</u>	\$10,295	to	\$14,056
<u>Director of Stakeholder Engagement & Communication</u>	<u>NR</u>	\$10,295	to	\$14,056

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Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Economic Development Assistant</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Economic Development Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Economic Development Specialist I</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Economic Development Specialist II</u>	<u>62</u>	\$6,202	to	\$8,763
<u>Emergency Services Officer</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Environmental & Transit Services Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Equipment Operator</u>	<u>43</u>	\$3,879	to	\$5,482
<u>Event Assistant</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Event Coordinator</u>	<u>47</u>	\$4,282	to	\$6,051
<u>Executive Assistant</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Executive Secretary</u>	<u>50</u>	\$4,611	to	\$6,516
<u>Finance Manager</u>	<u>NR</u>	\$7,746	to	\$10,945
<u>Grounds Services Aide</u>	<u>16</u>	\$1,991	to	\$2,814
<u>Grounds Services Supervisor</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Grounds Services Worker I</u>	<u>25</u>	\$2,487	to	\$3,514
<u>Grounds Services Worker II</u>	<u>29</u>	\$2,745	to	\$3,879
<u>Grounds Services Worker III</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Household Hazardous Waste Center Operator</u>	<u>15</u>	\$1,943	to	\$2,745
<u>Housing & Community Dev Specialist I</u>	<u>54</u>	\$5,090	to	\$7,192
<u>Housing & Community Dev Specialist II</u>	<u>60</u>	\$5,903	to	\$8,341
<u>Housing Programs Supervisor</u>	<u>62</u>	\$6,202	to	\$8,763

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Town of Apple Valley Classification Plan FY 2017-2018

Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Human Resources Analyst</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Human Resources Assistant</u>	<u>46</u>	\$4,178	to	\$5,903
<u>Human Resources Coordinator</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Human Resources Manager</u>	<u>NR</u>	\$7,017	to	\$9,914
<u>Information Systems Specialist</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Information Systems Supervisor</u>	<u>60</u>	\$5,903	to	\$8,341
<u>Information Systems Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Intern</u>	<u>20</u>	\$2,198	to	\$3,107
<u>Lifeguard</u>	<u>18</u>	\$2,092	to	\$2,956
<u>Maintenance Aide</u>	<u>21</u>	\$2,253	to	\$3,184
<u>Maintenance Supervisor</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Maintenance Worker I</u>	<u>33</u>	\$3,030	to	\$4,282
<u>Maintenance Worker II</u>	<u>37</u>	\$3,345	to	\$4,727
<u>Manager of Legislative Affairs and Grants</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Office Assistant</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Park and Recreation Manager</u>	<u>NR</u>	\$7,557	to	\$10,678
<u>Pool Manager</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Principal Planner</u>	<u>68</u>	\$7,192	to	\$10,163
<u>Program Assistant</u>	<u>15</u>	\$1,943	to	\$2,745
<u>Public Relations Specialist</u>	<u>49</u>	\$4,499	to	\$6,357
<u>Public Services Assistant</u>	<u>50</u>	\$4,611	to	\$6,516

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Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Public Services Technician</u>	<u>39</u>	\$3,514	to	\$4,966
<u>Public Works Inspector</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Public Services Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Public Works Manager</u>	<u>NR</u>	\$7,017	to	\$9,914
<u>Public Works Supervisor</u>	<u>56</u>	\$5,348	to	\$7,557
<u>Records Technician</u>	<u>37</u>	\$3,345	to	\$4,727
<u>Recreation Assistant</u>	<u>22</u>	\$2,309	to	\$3,263
<u>Recreation Coordinator</u>	<u>40</u>	\$3,602	to	\$5,090
<u>Recreation Leader I</u>	<u>15</u>	\$1,943	to	\$2,745
<u>Recreation Leader II</u>	<u>18</u>	\$2,092	to	\$2,956
<u>Recreation Specialist</u>	<u>18</u>	\$2,092	to	\$2,956
<u>Recreation Supervisor</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Registered Veterinary Technician</u>	<u>42</u>	\$3,785	to	\$5,348
<u>Secretary</u>	<u>38</u>	\$3,429	to	\$4,845
<u>Senior Accountant</u>	<u>58</u>	\$5,619	to	\$7,939
<u>Senior Animal Services Officer</u>	<u>48</u>	\$4,389	to	\$6,202
<u>Senior Animal Services Specialist</u>	<u>35</u>	\$3,184	to	\$4,499
<u>Senior Code Enforcement Officer</u>	<u>52</u>	\$4,845	to	\$6,846
<u>Senior Lifeguard</u>	<u>20</u>	\$2,198	to	\$3,106
<u>Senior Maintenance Worker</u>	<u>41</u>	\$3,692	to	\$5,217
<u>Senior Office Assistant</u>	<u>32</u>	\$2,956	to	\$4,178

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Position Classification	Range	Monthly Salary Min	To	Monthly Salary Max
<u>Senior Planner</u>	<u>62</u>	\$6,202	to	\$8,763
<u>Special Projects Manager</u>	<u>NR</u>	\$7,554	to	\$10,671
<u>Swim Coach</u>	<u>26</u>	\$2,549	to	\$3,602
<u>Town Clerk</u>	<u>NR</u>	\$8,545	to	\$12,074
<u>Town Manager</u>	<u>NR</u>	\$20,545	to	\$20,545

Effective: 2/27/2018