



Staff Report

October 5, 2020 Council Workshop

Position Description Title and Salary Change

Presenter: Jennifer Gorsuch, Administrative Services Director and Jamal Fox, City Administrator

Phone	Email
360.817.7013	jgorsuch@cityofcamas.us

BACKGROUND: Due to the pending retirement of the Parks and Recreation Manager, the job description and salary scale were reviewed and updates are necessary. The job description is outdated and does not reflect the expectations of the next head of that City department.

SUMMARY: The position description title for the Parks and Recreation Manager should be revised to Director of Parks and Recreation. The expectations of the new Director are at a higher level than the prior description reflected. Professional certification and an advanced degree are preferred as are increased years of experience.

Upon review of comparable data, the salary for this position is approximately 25% lower than it should be, to be equal with other like department directors and will be part of the Senior Leadership Team. The proposed salary increase places the position in line with external and internal comparators. Revising the position description and increasing the salary will also ensure an applicant pool with the qualifications and expertise that the City desires moving into the future.

EQUITY CONSIDERATIONS:

What are the desired results and outcomes for this agenda item? The desired result is an updated and accurate position description as well as an equitable salary based on the revisions and future expectations.

What's the data? What does the data tell us? A review of 2020 salaries from comparable Washington cities show that the salary for the position is low.

How have communities been engaged? Are there opportunities to expand engagement? N/A

Who will benefit from, or be burdened by this agenda item? The City will benefit, internally and externally, from having an executive level professional leading the department as the City continues looking at acquisitions and management of the City's parks and recreation facilities.

What are the strategies to mitigate any unintended consequences? N/A

Does this agenda item have a differential impact on underserved populations, people living with disabilities, and/or communities of color? Please provide available data to illustrate this impact. N/A

Will this agenda item improve ADA accessibilities for people with disabilities? This position will work with City departments to ensure accessibility for all to City parks and recreation facilities.

What potential hurdles exists in implementing this proposal (include both operational and political)? N/A

How will you ensure accountabilities, communicate, and evaluate results? The Director of Parks and Recreation will report to the City Administrator, receive regular evaluations and will fulfill the policy decisions of Council.

How does this item support a comprehensive plan goal, policy or other adopted resolution? The Director of Parks and Recreation will be key to carrying out the goals and visions outlined in the Camas 2035 Comprehensive Plan for Parks and Recreation Facilities.

BUDGET IMPACT: The approximate 25% pay increase will require an additional budget allocation of approximately \$40k in salary and benefits.

RECOMMENDATION: Staff recommends that Council adopt Resolution 20-012.