



## Staff Report – Resolution

October 19, 2020 Regular Meeting

Resolution No. 20-012 Position Description and Salary Schedule Change

Presenter: Jennifer Gorsuch, Administrative Services Director

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**SUMMARY:** With the retirement of the Parks and Recreation Manager, the position description and salary were reviewed by the City Administrator and the Administrative Services Director. Based on the expectations of the City for the replacement, staff proposes changing the title of the position to Director of Parks and Recreation and adjusting the salary of the position. 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.

This was discussed with Council at the October 5, 2020, workshop. During that discussion, Council supported a title change to Director of Parks and Recreation, and there was support for an increase to the salary scale equivalent to approximately 15%. Based on the discussion of the salary and the title, along with discussion regarding the position's responsibilities, staff has prepared two options for the job description for this resolution. Both options have the same title and pay scale, but one of the options contains some edits to the job description.

Option 1 contains the current position description duties with no changes other than title.

Option 2 contains clarifications as well a few additions to the duties, knowledge and abilities section. This option also includes a preference for a Master's degree and a Certified Park and Recreation Professional (CPRP) credential.

### **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?**

**RECOMMENDATION:** Staff recommends that Council adopt Resolution 20-012 with either Option A or Option B.