

Capitola City Council

Agenda Report



Meeting: March 14, 2024

From: City Manager Department

Subject: Addition of a Temporary/Hourly Position

Recommended Action: Approve job descriptions and hourly pay rates for Recreation Specialist I and II positions.

Background: The City of Capitola hosts the Art at the Beach Event each summer. The event involves the coordination of multiple vendors to culminate in a two-day event. For the past 14 years, the City has contracted with an event coordinator to plan and execute this special event. Due to legal changes taking effect this year, the City is unable to continue to contract the coordination of this event.

Staff reviewed existing job descriptions for temporary/hourly employees and did not find a position that meets the necessary responsibilities and duties this role requires. The coordination of this event typically occurs in spring, so it is necessary to recruit somebody to fill this role as soon as possible. The creation of a new temporary/hourly position also requires the adoption of a new hourly pay rate.

The Recreation Division Manager, in collaboration with the City Manager Department, has provided a recommended job title and job description for this position. With the addition of Recreation Specialist I & II positions, the City will have an avenue to hire temporary employees to work on special events and/or projects that have clear start and end dates and require a limited amount of total hours worked. The addition of this temporary/hourly City role also creates potential for growth if approved in future budget years.

Discussion: Proposed Recreation Specialist I and II job descriptions are attached for review. The recommended hourly rate for the two positions aligns with the City's current temporary/hourly pay rate for the current temporary Administrative Assistant to the Art and Cultural Commission. In the future, the Recreation Division will likely propose eliminating the Administrative Assistant to the Art and Cultural Commission role, instead having a Recreation Specialist II perform those and other duties.

Fiscal Impact: Minimal. In years past, the City hired an independent contractor at a not-to-exceed amount of \$3,000 to coordinate Art at the Beach events. Following new legal requirements, the City will hire a Recreation Specialist I to coordinate the Summer 2024 Art at the Beach Events (about 100 hours of work), amounting to similar costs. Temporary/hourly positions are not eligible for City benefits and their hiring does not incur other personnel costs.

Attachments:

1. Proposed Job Description – Recreation Specialist I
2. Proposed Job Description – Recreation Specialist II
3. Proposed hourly pay rates

Report Prepared By: Chloé Woodmansee, Assistant to the City Manager

Reviewed By: Nikki Bryant LeBlond, Recreation Division Manager; Jim Malberg, Finance Director; Julia Gautho, City Clerk

Approved By: Jamie Goldstein, City Manager