



STAFF REPORT	
SUBJECT: Authorization of Job Descriptions and Placement into Salary Schedule of the Recreation and Events Coordinator I/II Positions; Resolution No. 2024-27	MEETING DATE: June 20, 2024
SUBMITTED BY: Melissa Swanson, Administrative Services Director/City Clerk	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to adopt the job descriptions for the Recreation and Events Coordinator I/II, set the salary ranges for the positions, and authorize the positions for the 2024-25 Fiscal Year budget.

BACKGROUND/DISCUSSION:

In 2022, your Council authorized a Recreation and Events Division of the Administrative Services Department. The authorization of this entirely new division necessitated the creation of the personnel classification of Recreation and Events Coordinator.

As part of the ongoing assessment of recreation and event program procedures and functions, the position was recently transitioned into the Public Works Department and is supervised by the Public Works Director. Staff is proposing a split of the Recreation and Events Coordinator position into two classifications. The Recreation and Events Coordinator I would be an entry-level position with the transition into Recreation and Events Coordinator II as incumbents gain experience. Opportunity for advancement within the department is crucial to recruitment and retention. Staff is recommending the Recreation and Events Coordinator I remain at the current salary Range 37, \$4,493.18 – \$5,461.49 monthly and the Recreation and Events Coordinator II salary range be Range 45, \$5,458.24 - \$6,634.53 monthly.

At this time, staff is finalizing negotiation with the appropriate bargaining unit for inclusion of these new positions and more information should be available by the Council meeting.

OPTIONS:

1. Move to adopt Resolution No. 2024-27
2. Other direction

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Move to adopt Resolution No. 2024-27.

- Attachments:** 1) Job Description
- 2) Resolution No. 2024-27