



STAFF REPORT
2/9/2022

TO: Honorable Mayor and City Council Members

FROM: Maritza Martinez, Public Works Director

SUBJECT: Approve Resolution No. 2022-17 Approving the Creation and Funding for a Full-Time Senior Center Operator Position

STAFF RECOMMENDATION:

Approve Resolution No. 2022-17 approving the creation and funding for a full-time Senior Center Operator position.

BACKGROUND:

The Senior Center Bus Driver is a part-time position whose primary duty is transporting the City's seniors to and from the Senior Center. The position works thirty (30) hours per week, Monday-Friday.

The position has been vacant since April 2021. Staff has recruited and held interviews to fill this vacancy three (3) times. Each time, final candidates were selected but were either unable to provide proof of the required Class B driver's license with passenger endorsement, or they accepted the job offer but then later declined it.

DISCUSSION/ANALYSIS:

To improve the City's ability to successfully fill this position, staff is recommending that it be changed from a part-time Senior Center Bus Driver to a full-time Senior Center Operator. The position would continue to drive our seniors to and from the Senior Center, but would also provide building maintenance duties at the Senior Center.

The Senior Center Operator position falls under the Sanitary and Miscellaneous Employees bargaining unit and would be added to their existing Salary Schedule as a Pay Grade 26, salary range \$48,007.44 to \$58,340.88 annually. The position would report to the Senior Center Coordinator and would have a Monday-Friday workweek to mirror the Senior Center's operating schedule.

FISCAL IMPACT:

Approval of the position would add \$19,599.84 to the salary and benefits of the Senior Center department's current operating budget, and funds would be appropriated from the General Fund.

Attachments:

Resolution No. 2022-17

Senior Center Operator Job Description