



STAFF REPORT

MEETING DATE: July 23, 2025

PRESENTER: John Jansons, City Manager
Akayla Cheema, Human Resources Officer
Theresa Johnson, Community Services Director

SUBJECT: Reorganization of Positions in the Community Services Department (JJ), (AC), (TJ)

RECOMMENDATION: Council by motion adopt resolution approving new position of Lead Supervisor in the Parks, Recreation, and Community Services Department and related job description and deleting position of Building and Facilities Supervisor position.

EXECUTIVE SUMMARY:

In April of 2025, Gilbert Garcia was temporarily reclassified to a Lead Supervisor position to assist with supervising maintenance staff in the Parks, Recreation, and Community Services department. As he settled into the position, it created a structure in the park maintenance division that was previously lacking. Management determined to make this reclassification permanent by creating a position of Community Services Lead Supervisor. The template for the Public Works Lead Supervisor job description has been used to reflect the duties of a Community Services Lead Supervisor – Parks and Facilities. This position will remain an hourly position and be part of the KMEA bargaining unit.

With the passing of the 2025-2026 fiscal year budget, the position of Assistant Director was approved. This position will assume the mid-management level responsibilities previously listed in the Building and Facilities Supervisor job description, as well as other administrative tasks, thereby eliminating the Building and Facilities Supervisor position.

The proposed resolution includes the job description for the new position as **Exhibit 'A'**.

FISCAL IMPACT:

The proposed Lead Supervisor position is on a lower pay scale than the Building and Facilities Supervisor pay scale, resulting in some budget savings.

ATTACHMENTS:

A. Resolution w/Exhibit