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foothill community built on California's rich gold rush history.*



City Manager's Report  
December 12, 2023, City Council Meeting  
Prepared by: Matt Lishman, Recreation Superintendent  
Terry Zeller, Director of Community Services  
Item #: 7.14

**Subject:** Consider approving and affirming a new salary schedule effective December 23, 2023, and B.) Approving a new job description for the Program Site Supervisor position and the Scorekeeper position.

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**Recommendation:** Consider approving and affirming a new salary schedule effective December 23, 2023, and B.) Approving new job descriptions for the Program Site Supervisor position and the Scorekeeper position.

**Purpose:** Revise the part-time pay scale due to the State's mandated minimum wage increase and approve new part-time job descriptions for Program Site Supervisor and Scorekeeper positions.

**Background:** The City's part-time wage schedule was last revised on December 24, 2022. Revisions to the wage schedule are needed to comply with the State's mandated increase of minimum wage from \$15.50 to \$16.00 per hour effective January 1, 2024.

The proposed wage scale is intended to reflect the pending minimum wage increase, treat all part-time employees fairly and keep the City competitive in the local part-time employment market.

Flag Football has completed two very successful seasons and will continue to grow each season. Currently, staff have been using the part-time job description of Gym Supervisor and Basketball Scorekeeper as they have the same duties. Staff recommends changing the Gym Supervisor title to Program Site Supervisor and changing the Basketball Scorekeeper title to Scorekeeper so these positions can be used for different sports such as youth and adult basketball, volleyball, flag football, etc.

**Discussion:** The proposed Part-Time Wage schedule is outlined in Attachment A. The schedule includes four general employee classifications: 1.) General Recreation, 2.) Aquatics, and 3.) Gold Bug Park. Each classification shows specific job titles and a five-step scale, with a 3% annual merit increase between each step. The proposed Part-Time Employee Wage Schedule shows wages that would go into effect as of December 23, 2023. It is important to note that while the wage schedule indicates 5 steps, most part-time employees have not received step increases since 2009. The salaries for all other positions have remained the same.

The proposed part-time job description for Program Site Supervisor is outlined in Attachment B. The proposed part-time job description for Scorekeeper is outlined in Attachment C.

- Options:** 1.) Approve the proposed Part-Time Employee Wage Schedule with revised job titles as presented.  
 2.) Adopt a different Part-Time Employee Wage Schedule and job titles.

**Cost:** The proposed pay scale will increase the Community Service Department's part-time personnel costs by approximately \$20,531 as follows:

Youth Sports Camps	\$ 86
Youth Basketball	1,226
Adult Basketball	256
Adult Volleyball	105
Adult Softball	949
Youth Flag Football	186
General Recreation	874
Gold Bug Park Admissions	6,888
Aquatics	9,674
Special Events	9
Facility Attendant	-
Field Maintenance Worker	51
Park Maintenance Worker	227
<b>Total</b>	<b>\$ 20,531</b>

The proposed part-time job titles will have no financial impact on the City.

**Budget Impact:** The \$20,531 in additional part-time personnel costs were not incorporated in the adopted Fiscal Year 2023/2024 Operating Budget. However, staff anticipates the \$20,531 in additional cost can be absorbed within the adopted budget this Fiscal Year primarily due to position vacancies. Further, staff recognizes the importance of recreation and parks programs recovering the direct costs associated with providing the service. This can be accomplished through a variety of strategies including a.) increased participant fees, b.) improved marketing and advertising strategies, c.) enhancements to customer service and d.) restructuring of programs and services.

If the new part-time pay scale is approved, staff will work with the Recreation and Parks Commission to develop specific cost recovery strategies for each program that may require participation fees to be raised in the future.



M. Cleve Morris, City Manager



Terry Zeller, Dir. of Community Services



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Dave Warren, Assistant City Manager/  
Director of Finance

Attachment A - Current vs. Proposed Part-Time Wage Scale  
Attachment B – Program Site Supervisor  
Attachment C - Scorekeeper

**ATTACHMENT A**  
**City of Placerville**  
**Community Services Department Part-Time Employee Wage Schedule**  
**Current vs. Proposed Effective January 1, 2024**

Position	Step 1	Step 2	Step 3	Step 4	Step 5
<b><i>General Recreation</i></b>					
<b>Youth Sports Official (Current)</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b>Basketball Scorekeeper (Current)</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed - <b>Scorekeeper (New Title)</b>	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b>Adult Softball Scorekeeper (Current)</b>	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97
2024 Proposed	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55
<b>Office Assistant (Current)</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b>Gym Supervisor (Current)</b>	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97
2024 Proposed - <b>Program Site Supervisor (New Title)</b>	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55
<b>League Director (Current)</b>	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06
2024 Proposed	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10	\$ 19.68
<b><i>Aquatics</i></b>					
<b>Office Assistant (Current)</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b>Lifeguard (Current)</b>	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97
2024 Proposed	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55
<b>Swim Instructor (Current)</b>	\$ 16.44	\$ 16.94	\$ 15.75	\$ 16.23	\$ 16.71
2024 Proposed	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10
<b>Assistant Pool Manager (Current)</b>	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.07	\$ 19.64
2024 Proposed	\$ 18.01	\$ 18.55	\$ 19.10	\$ 19.68	\$ 20.27
<b>Pool Manager (Current)</b>	\$ 18.51	\$ 19.07	\$ 19.64	\$ 20.23	\$ 20.84
2024 Proposed	\$ 19.10	\$ 19.68	\$ 20.27	\$ 20.88	\$ 21.50
<b>Aquatics Coordinator (Current)</b>	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
2024 Proposed	\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81
<b><i>Parks, Facilities and Grounds</i></b>					
<b>Facility Attendant (Current))</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2022 Proposed	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b>Field Maintenance (Current)</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2022 Proposed	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b>Park Maintenance Worker (Current)</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2022 Proposed	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b><i>Gold Bug Park</i></b>					
<b>Gold Bug Park Attendant (Current)</b>	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
<b>Gold Bug Park Gift Shop Coordinator (Current)</b>	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
2024 Proposed	\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81
<b>Gold Bug Park Blacksmith Shop Coordinator (Current)</b>	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
2024 Proposed	\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81
<b>Gold Bug Park Tour/Facility Coordinator (Current)</b>	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
2024 Proposed	\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81

**ATTACHMENT B**

City of Placerville  
Recreation & Parks Department  
Part-Time, Seasonal Job Description

**PROGRAM SITE SUPERVISOR**

Under the direction of the Recreation Supervisor and/or League Director, the Program Site Supervisor is responsible for the on-site operation of City of Placerville sponsored Youth/Adult Sports Programs.

**DUTIES AND RESPONSIBILITIES:**

The Program Site Supervisor will assist in the following duties and responsibilities: opening and closing of facilities, scorekeeping; supervising scorekeepers, volunteer coaches, participants, and spectators; caring for facilities, enforcing of league policies and procedures; ensuring the smooth operation of programs; maintaining positive public relations; representing the City of Placerville with professionalism and maturity.

**MINIMUM QUALIFICATIONS:**

Age: Applicants must be at least 16 years of age.

Education: Completion of junior year of High School, additional education desirable.

Experience: One (1) season experience in youth leadership, and prior scorekeeping experience desirable.

Completion of training program with City of Placerville is required.

**LENGTH OF EMPLOYMENT**

Seasonal depending on league dates.

**SALARY**

\$16.48 - \$18.55 per hour

**ATTACHMENT C**

City of Placerville  
Recreation & Parks Department  
Part-Time, Seasonal Job Description

**SCOREKEEPER**

Under the direction of the League Director, and/or direct supervision of the Program Site Supervisor, the Scorekeeper is responsible for scoring youth and adult sport leagues/programs as well as assisting in opening and closing of facilities.

**DUTIES AND RESPONSIBILITIES:**

The Scorekeeper will assist in the following duties and responsibilities: scoring games, opening, and closing of facilities, assisting in the smooth operation of games, maintaining a positive relationship with participants, coaches, and spectators, and representing the City of Placerville with professionalism and maturity.

**MINIMUM QUALIFICATIONS:**

Age: Applicants must be at least 14 years of age.

Education: Completion of the Eighth Grade, additional education desirable.

Experience: Background in sports and working with children desirable.  
Completion of training program with City of Placerville is required.

**LENGTH OF EMPLOYMENT:**

Seasonal depending on league dates.

**SALARY:**

\$16.00 - \$18.01 per hour