

"We are a welcoming, active and business-friendly rural foothill community built on California's rich gold rush history."



November 15, 2023, Recreation Commission

Prepared by: Matt Lishman, Recreation Superintendent

Subject: Support staff's recommendation: A.) Approving and affirming a new salary schedule effective January 1, 2024, and B.) Approving changes in title of Gym Supervisor to Program Site Supervisor; and Basketball Scorekeeper to Scorekeeper so these positions can also be used for Flag Football and any future sport leagues and programs the City may offer.

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

Background: The City's part-time wage schedule was last revised on January 1, 2023. 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 January 1, 2024. 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 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 \$20,253 as follows:

PROGRAM	INCREASE TO PART-TIME PERSONNEL EXPENDITURES
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
Total	\$20,253

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

Budget Impact: The \$20,253 in additional part-time personnel costs were not incorporated in the 2023/2024 Operating Budget. 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.

Recommendation: Support staff's recommendation: A.) Approving and affirming a new salary schedule effective January 1, 2024, and B.) Approving changes in title of Gym Supervisor to Program Site Supervisor; and Basketball Scorekeeper to Scorekeeper so these positions can also be used for Flag Football and any future sport leagues and programs the City may offer.

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	Range	Step 1	Step 2	Step 3	Step 4	Step 5
<i>General Recreation</i>						
Youth Sports Official (Current)	H01	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed		\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
Basketball Scorekeeper (Current)	H04	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed - Scorekeeper (New Title)		\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
Flag Football Scorekeeper (New Position)	H04					
2024 Proposed		\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
Adult Softball Scorekeeper (Current)	H02	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97
2024 Proposed		\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55
Office Assistant (Current)	H03	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed		\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
Gym Supervisor (Current)	H05	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97
2024 Proposed - Program Site Supervisor (New Title)		\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55
Flag Football Field Supervisor (New Position)	H05					
2024 Proposed		\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10
League Director (Current)	H06	\$ 16.94	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.06
2024 Proposed		\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10	\$ 19.68
<i>Aquatics</i>						
Office Assistant (Current)	H03	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed		\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
Lifeguard (Current)	H07	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45	\$ 17.97
2024 Proposed		\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55
Swim Instructor (Current)	H08	\$ 16.44	\$ 16.94	\$ 15.75	\$ 16.23	\$ 16.71
2024 Proposed		\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10
Assistant Pool Manager (Current)	H09	\$ 17.45	\$ 17.97	\$ 18.51	\$ 19.07	\$ 19.64
2024 Proposed		\$ 18.01	\$ 18.55	\$ 19.10	\$ 19.68	\$ 20.27
Pool Manager (Current)	H10	\$ 18.51	\$ 19.07	\$ 19.64	\$ 20.23	\$ 20.84
2024 Proposed		\$ 19.10	\$ 19.68	\$ 20.27	\$ 20.88	\$ 21.50
Aquatics Coordinator (Current)	H14	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
2024 Proposed		\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81
<i>Gold Bug Park</i>						
Gold Bug Park Attendant (Current)	H15	\$ 15.50	\$ 15.97	\$ 16.44	\$ 16.94	\$ 17.45
2024 Proposed		\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01
Gold Bug Park Gift Shop Coordinator (Current)	H14	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
2024 Proposed		\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81
Gold Bug Park Blacksmith Shop Coordinator (Current)	H14	\$ 19.63	\$ 20.22	\$ 20.83	\$ 21.45	\$ 22.09
2024 Proposed		\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81
Gold Bug Park Tour/Facility Coordinator (Current)	H14	\$ 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