



# CITY OF CONCORD

## Report to Council

**FROM:** David Gill, Parks and Recreation Director  
Jennifer Johnston, Director of Human Resources

**DATE:** October 18, 2021

**SUBJECT:** Fill the Position of Recreation Supervisor

### **Recommendation**

Accept this report regarding the Parks and Recreation Department to reinstate the Recreation Supervisor position within the department at Labor Grade 20. This position already exists on Schedule D but has been vacant since 2018 with the addition of the Assistant Director of Parks and Recreation.

### **Background**

After discussion and analysis with the Human Resources Director and the City Manager, we have determined that it is appropriate to keep the recently vacated position of Program Coordinator open. This position was a non-exempt position at Labor Grade 16 responsible for classes, programs and the pools in the summer. This position's responsibilities spanned 7 days a week making coverage without overtime a challenge.

It is recommended to leave the recently vacated Program Coordinator position open and instead fill the Recreation Supervisor position. The Recreation Supervisor position is currently listed in the City's Schedule D job classification listing. The Recreation Supervisor would work directly under the Assistant Director of the Parks and Recreation Department. The responsibilities would include the coordination of the Department's growing number of classes and programs, as well as the supervision of the Recreation Department's seasonal employees. This position is exempt and would allow greater flexibility in scheduling.

### **Discussion**

This change will be able to be completed within the Department's approved FY21 budget and this change would go into effect the first pay period of 2022. The position changes will allow our growing Parks and Recreation Department to fulfill its service to the community by providing appropriate compensation and staffing which supports the mission and growth trajectory while allowing the advancement of our revenue growth.