



CITY OF CONCORD

Report to Council

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

DATE: October 18, 2021

SUBJECT: Modify the Positions of Cemetery Administrator and Assistant Director of Parks and Recreation

Recommendation

Accept this report regarding job classification changes within the Parks and Recreation Department. The Assistant Parks and Recreation Director position would go from Labor Grade 21 to Labor Grade 23 at a cost of \$3,388. The Cemetery Administrator would go from Labor Grade 17 to Labor Grade 19 at a cost of \$2,629.

Background

After discussion and analysis with the Human Resources Director and the City Manager, we have determined that the following job classification changes are appropriate.

The Assistant Parks and Recreation Director is currently responsible for all of the recreation programs/camps, operation and maintenance of the City-Wide Community Center and Merrimack Lodge. The Assistant Parks and Recreation Director also supervises over thirty year-round (Full Time and Permanent Part Time) employees in addition to the seasonal summer camp and pool employees. The Assistant Parks and Recreation Director is also heavily involved in developing and recommending the Department's annual operating and capital budgets. The incumbent is very involved with community organizations, special event planning and with fundraising efforts to support departmental and city-wide initiatives and is the clerk of the Recreation and Parks Advisory Committee.

The Cemetery Administrator oversees the Cemetery Division of the Department and oversees all cemetery operations. The incumbent is instrumental for the successful operation of the division, and is responsible for all office operations, supervises fourteen employees (Full Time and Seasonal) and works with numerous volunteers and organizations whom support the mission of the division. The Cemetery Administrator also coordinates Cemetery Capital Improvement projects as well as fundraising efforts to support programs like the Adopt-A-Grave Program.

Discussion

This change will be able to be completed within the Department's approved FY22 budget and this change would go into effect the first pay period of 2022. These changes will position our growing Parks and Recreation Department to fulfill its service to the community by providing appropriate compensation and staffing that supports the mission and growth trajectory while allowing the advancement of our revenue growth.