



CITY OF CONCORD

REPORT TO MAYOR AND THE CITY COUNCIL

FROM: Jennifer Johnston, Director of Human Resources and Labor Relations

DATE: October 1, 2015

SUBJECT: Amend Schedule D to Add Head Golf Professional as Specified in the Attached Ordinance

Recommendation

It is requested and recommended that the City Council accept this report and set a public hearing date in November for the proposed ordinance to add this position to Schedule D.

Background

The position of Head Golf Professional has historically been a seasonal position at Beaver Meadow Golf Course (BMGC) and only recently changed from a contracted position to a city employed position. The position has been staffed from March through November annually. BMGC hopes to continue increasing revenue by including golf simulators in an effort to attract year round golfers.

Currently, this position is paid a weekly rate of \$750 plus incentive pay. In addition, due to the hours worked (more than 30 hours per week), this position is considered a full time position under the Affordable Care Act and as a result, a benefit plan was required to be offered.

Based on an analysis of job duties and evaluation of other comparable positions, the Head Golf Professional has been placed at labor grade 19, which currently features a pay range of \$48,609 to \$70,387. If approved, the job will be posted internally. The incumbent, if the successful candidate, would be offered a starting rate of \$56,347. The additional compensation for three months of employment at that rate would be \$14,087 and the additional cost of benefits for that timeframe would be \$6,759. This position would also now be covered by the New Hampshire Retirement System at an employer rate of 11.17%.

This increase in costs has been included in the Parks and Recreation supplemental budget request. An added benefit of having a year round golf professional will allow more “off season” planning for club fittings, private golf lessons, golf outings and overall outreach for the course to generate additional seasonal revenues. There would be continuity in service at the course and for the seasonal staff that the position is responsible to oversee. Making Beaver Meadow Golf Course a year round

destination for leisure activities is a priority that can be accomplished by approving this position change.

Discussion

The position has been classified at labor grade 19, as a non contractual employee, exempt from FLSA overtime requirements, as per the attached ordinance. The position must be added to Schedule D in order to place it within the City's classification system.

In order to accomplish the aforementioned, the City Council would have to set a public hearing for November and then approve the position as per the attached ordinance.

Respectfully Submitted,

Jennifer Johnston

cc: Thomas J. Aspell Jr., City Manager