

RANCHO SIMI RECREATION AND PARK DISTRICT
INTEROFFICE MEMORANDUM

DATE: December 20, 2007
TO: Board of Directors
FROM: General Manager
SUBJECT: Approval of Pay Schedule for Part-time Employees Effective
January 1, 2008

SUMMARY

On January 1, 2008, the second of a two-part increase in the state minimum wage will occur, raising the minimum from \$7.50 to \$8.00. The first increase raised the minimum wage from \$6.75 to \$7.50 on January 1, 2007. Both increases have been incorporated into the part-time pay schedule together with various other changes to most part-time District positions. The attached schedule indicates the current part-time pay rates for each Classification together with the proposed rates that would become effective January 1, 2008.

If approved, this schedule will replace the Greenskeeper II classification with the Groundskeeper I classification, listed under Classification 4. Staff at the two golf courses have experienced difficulty recruiting talented employees to perform golf course maintenance. It is hoped that the increase in pay for this position will allow the District to recruit and retain talented maintenance staff for golf course maintenance. As always, the proposed adjustments attempt to provide reasonably competitive pay rates and opportunities for growth.

The total annual financial impact for these changes is estimated at \$32,776. The District's adopted Budget for the current fiscal year contains an adequate allocation to cover this expense. On December 5, 2007, the District's Personnel Committee reviewed various alternatives and methodologies for pay adjustments, but was not presented with a final recommendation at that time. The proposed changes are within the range of alternatives considered acceptable by the Committee.

BOARD ACTION REQUESTED

Approval of the attached part-time pay rates, or provide other appropriate direction for staff.



Larry Peterson
General Manager

CURRENT 2007 RATES					PROPOSED 2008 RATES				
	Step 1	Step 2	Step 3	Step 4		Step 1	Step 2	Step 3	Step 4
<u>CLASSIFICATION 1</u> Administrative Assistant I Recreation Aide Scorekeeper Cashier Golf Course Assistant	7.50	7.88	8.27	8.68	<u>CLASSIFICATION 1</u> Administrative Assistant I Recreation Aide Scorekeeper Cashier Golf Course Assistant	8.00	8.20	8.41	8.62
<u>CLASSIFICATION 2</u> Administrative Assistant II Recreation Counselor Youth Sports Referee Gym - Ball Diamond Attendant Lifeguard Starter - Golf Course Part-time Greenskeeper I	8.68	9.12	9.57	10.05	<u>CLASSIFICATION 2</u> Administrative Assistant II Recreation Counselor Youth Sports Referee Gym - Ball Diamond Attendant Lifeguard Starter - Golf Course Part-time Greenskeeper I	8.83	9.27	9.73	10.22
<u>CLASSIFICATION 3</u> Administrative Assistant III Assistant Director Rec. Program Instructor Youth Sports Monitor Sr. Lifeguard (WSI) Part-time Mechanic Golf Teaching Pro	10.05	10.55	11.08	11.63	<u>CLASSIFICATION 3</u> Administrative Assistant III Assistant Director Rec. Program Instructor Youth Sports Monitor Sr. Lifeguard (WSI) Part-time Mechanic Golf Teaching Pro	10.22	10.73	11.26	11.83
<u>CLASSIFICATION ?</u> Part-time Greenskeeper II	10.68	11.14	11.62	12.13	Moves to PT GKI in Classification 4				
<u>CLASSIFICATION 4</u> Administrative Assistant IV Site Coordinator Assistant Pool Manager Part-time Groundskeeper I Part-time Building Maintenance I	11.63	12.22	12.83	13.47	<u>CLASSIFICATION 4</u> Administrative Assistant IV Site Coordinator Assistant Pool Manager Part-time Groundskeeper I Part-time Building Maintenance I Head Golf Pro Transit Van Driver	11.83	12.42	13.04	13.69
<u>CLASSIFICATION ?</u> Head Golf Pro	12.13	12.66	13.22	13.80	Moved to Classification 4				
<u>CLASSIFICATION 5</u> Administrative Assistant V Site Director Recreation Specialist Pool Manager Museum Director Part-time Groundskeeper II	13.47	14.14	14.85	15.59	<u>CLASSIFICATION 5</u> Administrative Assistant V Site Director Recreation Specialist Pool Manager Museum Director Part-time Groundskeeper II Cart Mechanic II	13.69	14.38	15.09	15.85
<u>CLASSIFICATION ?</u> Cart Mechanic II	13.80	14.42	15.07	15.75	Moved to Classification 5				
<u>CLASSIFICATION ?</u> Maintenance Mechanic II	15.75	16.46	17.21	17.99	<u>CLASSIFICATION 5.5</u> Maintenance Mechanic II	15.85	16.64	17.47	18.35
<u>CLASSIFICATION 6</u> Part-time Recreation Coordinator	18.14	19.05	20.00	21.00	<u>CLASSIFICATION 6</u> Part-time Recreation Coordinator	18.35	19.27	20.23	21.24
<u>CLASSIFICATION 7</u> Part-time Park Ranger	21.70	22.80	23.90	25.00	<u>CLASSIFICATION 7</u> Part-time Park Ranger				25.50