

MEMO

Date: 5-20-15

To: Park and Rec Committee

From: Dan Koski & Chad Scheinoha

Re: Justification for promotion of Parks Caretaker to Parks Laborer

Currently the parks shop is staffed by one Parks Caretaker (formerly Parks Worker 1), two Parks Laborers (formerly Parks Worker 2), one forester, and one team leader. With a current staff of five employees at the parks shop, the parks caretaker position limits the flexibility of management when assigning tasks. It also decreases division efficiency by having to assign certain employees to certain tasks because of their classification. We are recommending promoting the current parks caretaker to parks laborer and eliminating the parks caretaker position.

Over the last few years, there have been significant staff reductions throughout the City. Prior to 2011 there were 15 parks employees, including four Parks Worker 1 (currently Caretakers). At that time, there was a benefit to the city and management to having this lower level position. There are now five parks employees. As a result of this, operations at the parks shop for daily, weekly, monthly, and seasonal tasks have changed dramatically. While operations have changed, employee classifications have not changed to reflect duties performed.

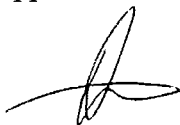
Promoting the current Parks Caretaker to Parks Laborer will give the division and management more flexibility while also increasing division efficiencies. This promotion will allow any of the three Parks Laborers to perform any task for the parks division since all three will then be employed under the same job description and pay grade.

The current Parks Caretaker has demonstrated vast knowledge of park tasks and operations and is well qualified to fill this position. He is willing to take on added responsibility even without additional pay, but department management does not believe this is appropriate or ethical.

We are not requesting any additional funds to complete this request. The budgetary impact will be \$790.94 for 2015. We recommend that these funds come from the savings in wages of a current employee that is on family medical leave.

We have spoken with the Mayor, Human Resources Director, Finance Director, and DPI Business Manager and they all are in support of this request.

In closing, we request the Park and Recreation Committee support us in moving forward with a resolution to promote the current Parks Caretaker to Parks Laborer. With your support, we will forward this resolution/request to the Personnel Committee and the Common Council for approval.



Dan Koski
Director of Public Infrastructure



Chad Scheinoha
Operations Division Manager