



CITY OF MANITOWOC
WISCONSIN, USA
www.manitowoc.org



TO: Personnel Committee

FROM: Curt Hall, Park and Rec. Division Manager

RE: Intro of "Lead Seasonal" Job Description/Pay rate

The Parks and Recreation Division is proposing to implement a Lead Seasonal job description and pay rate. This position would be budgeted for up to 1200 hrs annually. The starting pay rate we are proposing is \$15/hr. The implementation of this job description and pay rate is critical because we will be asking the lead seasonal to work independently in high risk environments as well as supervise other seasonal employees. This higher level responsibility requires advanced education, training and hands on experience. We are not attracting the required level of skilled employees within the existing seasonal staffing structure.

I recommend the City accepting this proposal for following reasons:

1. Introducing this position should not have any immediate budget impacts. We are proposing to absorb this additional pay rate within the existing seasonal budget. This is a position that we will be intending to maintain in future years.
2. The zoo is in need for additional staffing coverage prior to March 2020. One of the Zoo's current full-time employees will be out on extended medical leave. This would leave the Zoo with only 1 full-time employee to cover all of the skilled and high risk responsibilities for over 6 weeks. Introducing this position would allow us to attract and attain an additional skilled staff member to cover the short term staffing coverage needs as well as provide a position that will, in theory, be attractive enough to retain said staff for multiple seasons in an effort to be proactive in regards to succession planning at the zoo.
3. The proposed pay rate and job description allows the department more flexibility to hire a higher quality level of seasonal staffing that is not currently identified in the existing pay structure. The current Park and Rec. staffing structure and pay rates staff max out at the \$11/hr range. If we were to approve the proposed job description and pay rate management intends to utilize this job description in a multi-faceted capacity to cover weekend facility rentals, facility cleaning, special events, rec. programming. The current pay rates do not attract a high level of applicants for weekend coverage in these areas.
4. Park and Rec. Division Management is confident that implementing a position such as this will result in an improved holistic park, zoo, facility rental user experience.