

MEMORANDUM

Department of Human Resources



TO: Tom Williams, City Manager
Emma Karlen, Director of Financial Services

FROM: Carmen Valdez, Human Resources Director *W. Valdez*

SUBJECT: Reclassification Requests

DATE: May 4, 2009

Amendments to the Classification Plan are periodically required to account for organization changes and new responsibilities. Attached are two proposed reclassifications: 1) Recreation Services Assistant II (Nutrition Site Manager) to a Recreation Services Assistant IV; and 2) Maintenance Supervisor (Facilities) to a Senior Maintenance Supervisor for your review.

Human Resources has reviewed and analyzed the requests and have found them to be acceptable and consistent with job duties.

Please let me know if you need additional information.

MEMORANDUM

Department of Parks and Recreation Services



To: Carmen Valdez, Human Resources Director
From: Bonnie Greiner, Parks & Recreation Services Director
Subject: Request for re-classification of Recreation Services Assistant II (Nutrition Site Manager) Position
Date: May 1, 2009

Over the last 5 years, the position of the Recreation Services Assistant II position has evolved and the following additional responsibilities have been added to the daily work scope out of necessity:

Plan, organize, evaluate and escort the Trip Program for the Senior Center, arrange for weekly entertainment for the facility, lead and organize recreational activities, direct work of volunteers. The Recreation Assistant II (Nutrition Site Manager) also works directly on the following committees which greatly enhances the services and resources at the Senior Center: Elder Abuse Task Force and Chairperson on the Santa Clara County Site Manager Committee. This position is instrumental in working with the Recreation Services Supervisor and Program Coordinator to evaluate current programming, brainstorm ideas, and implements programs and services at the Senior Center. By utilizing the City's Van for transportation on trips, it keeps the cost of trip reasonable for seniors on fixed incomes. Other cities typically contract with busing companies to provide trips which are often 2-3 times more expensive for the participants. Another downside of contracting busing companies is that if there aren't enough participants to fill the entire bus, the trips are typically cancelled or the cities have to often times supplement the cost of the vacant seats.

With the added list of responsibilities and evaluating the responsibilities and pay scales at other Senior Nutrition Program Sites, it is clear that this position is not properly classified. In addition, the other Recreation Assistant II's positions in Recreation Services, in comparison these positions don't have the same level of responsibility or duties.

Please advise should you have any additional questions and/or comments.



City of Milpitas

Engineering Division

455 E. Calaveras Boulevard, Milpitas CA 95035

MEMO

To :  Carmen Valdez, Human Resources Director
From:  Greg Armendariz, Public Works Director/City Engineer
Subject: Reclassification for Facilities Maintenance Supervisor to Senior Facilities Maintenance Supervisor
Date: May 30, 2009

The reclassification of Facilities Maintenance Supervisor is being proposed for organization changes required due to the reductions of staff in the last six years. A higher level of duties and responsibilities has been assigned to this position as result of these changes. These include:

1. Complete responsibility for the maintenance of the Milpitas Sports Center building and pool facilities was assigned to this position nearly 3 years ago. Prior to this, these responsibilities were under the Recreation Department. In addition, work is being performed with the net loss of a Maintenance Worker III and A Maintenance Worker II.
2. An existing Equipment Maintenance Worker III position will report to this section, in order to provide all electrical maintenance services more efficiently and at a significant cost savings. Previously, electrical contractors were utilized for daily electrical maintenance as well as preventative work.
3. Additional contracting management duties have been assigned for specialty contract maintenance of the parking garage of the new Library and City Hall facilities.
4. Higher level technical assignments include operations and maintenance responsibilities for computer controlled HVAC, lighting and building safety systems at the City Hall and other facilities.

Fiscal Impacts: None, the cost savings from the more efficient organization, will cover the 10% cost increase.