



Legislation Text

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OHR/CSA Request Template

Date Submitted: 06-20-17

Requesting Agency: Office of Human Resources
Division:

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Item Title & Description:

(Do not delete the following instructions)

*These appear on the Council meeting agenda. Initially, the requesting agency will enter a 2-3 sentence description. Upon bill filling, the City Attorney's Office should enter the title above the description (the title should be in **bold** font).*

*Both the title and description must be entered between the red "title" and "body" below. Do **not** at any time delete the red "title" or "body" markers from this template.*

A bill for an ordinance amending the classification and pay plan for employees in the Career Service and for certain employees not in the Career Service.

Adds Assistant Golf Course Operator to the Classification and Pay Plan at paygrade J-614. The Committee approved filing this bill by consent on 6-27-17.

Affected Council District(s) or citywide? Citywide

Executive Summary with Rationale and Impact:

The proposed change amends the Classification and Pay Plan by creating a new class called Assistant Golf Course Operator (J-614).

Parks and Recreation's Director of Golf requested a new classification specifically to aid the Golf Course Operator who is responsible for both the Harvard Gulch Golf Course's par three golf course, which includes a pro-shop, and the Aqua Golf Driving Range, which includes a driving range, miniature golf course, and pro-shop. The Assistant Golf Course Operator will assist with the day-to-day operations and maintenance of the Harvard Gulch Golf Course or the Aqua Golf Driving Range.

Currently, the duties and responsibilities specific to this new position are divided between multiple positions, such as the Maintenance Technician, the Golf Sales Associate, the Golf Pro-Shop Assistant, and the Golf Course Operator. The Assistant Golf Course Operator will act as the manager on duty in the absence of the Golf Course Operator who will travel between the two golf course operation sites.

The creation of the Assistant Golf Course Operator classification will allow for a clear description of duties and responsibilities performed, employee expectations, clearer performance evaluation statements, recruitments specific to this area of knowledge, skill, and ability, and provide for a point person in responsible charge in the absence of the Golf Course Operator.

Type (choose one: Classification; Pay; Benefits; Rule Change; Other):

Fiscal Impact:

Contract Amount (if applicable):

Draft Bill Attached?