City Council Regular Meeting
Staff Report

Subject: Park Services Aide Class Specification & Salary Placement

Date: January 24, 2023

Submitted By: Elise Hardy, Administrative Services
Tameka Usher, Administrative Services

Department: Administrative Services - Human Resources

Recommendation:
Adopt a Resolution of the City Council of the City of Rocklin Approving an Additional Allocation, Assigning a Salary Range for Park Services Aide, and Approving the Updated Public Service Employees Salary Schedule.

Background:
In preparation for the expiration of the contract for park trash removal services, the City issued an invitation for bids for the period of January 1, 2023 through December 31, 2025. The only bid received would result in an increase of over 100% of the current contract cost. To provide a higher level of service and create savings for the City, Human Resources (HR) staff recommends transitioning these duties to an in-house position. HR worked with Parks and Recreation staff to develop the Park Services Aide classification which encompasses the essential duties required.

Based on these organizational needs, staff recommends that the City Council approve the addition of 1.0 FTE Park Services Aide allocation to the Parks and Recreation Department. Staff further recommends that the salary for the classification be set to salary range 5 of the Public Service Employees Salary Schedule ($35,583- $49,051 annually).

Title 2 of the California Code of Regulations, section 570.5 requires the City's salary schedules to be adopted at a public meeting.

HR met and conferred with the Public Services Employees Bargaining Unit represented by AFSCME regarding the proposed position in accordance with the City of Rocklin Employee-Employer Resolution.

Fiscal Impact:
The cost of the recommended change is approximately $68,400 annually. Currently, park trash services are being performed on a month-to-month agreement. The contract expired December 31, 2022; the remaining budget for trash services in the current fiscal year is

$61,000 and those funds will offset the cost of the position.

ATTACHMENTS:

1. Resolution - Park Services Aide
2. Resolution Exhibit A - Public Services Employees Salary Schedules Effective 1-24-2023
3. Park Services Aide Class Spec