

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks + Recreation

Division: _____

John Berault

New Position

Position Title: F/T Facility Attn:

FY 2018 Grade and Step: _____

Justification: transfer 72.00 → 7220

Position Upgrade/Reclassification

From:

Position Title: _____

FY 2017 Grade and Step: _____

To:

Position Title: _____

FY 2018 Grade and Step: _____

Justification: _____

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks + Recreation
Division: _____

New Position

Position Title: (4) P/T Facility Att.

FY 2018 Grade and Step: _____

Justification:

transfer 7200 → 7220
Byrnes; Cruz; Fearon; Jones

Position Upgrade/Reclassification

From:

Position Title: _____

FY 2017 Grade and Step: _____

To:

Position Title: _____

FY 2018 Grade and Step: _____

Justification:

Position Justification Sheet

New Employee Request / Position Upgrade

Department: PARKS & RECREATION.

Division: _____

TRANSFER FROM. 7220 → 7210 Jeanine DelGardes

New Position

Position Title: Program Supervisor (Seniors)

FY 2018 Grade and Step: 122 /

Justification: Senior programs relocated to the Rec Ctr from C.C.

Position Upgrade/Reclassification

From:

Position Title: _____

FY 2017 Grade and Step: _____

To:

Position Title: _____

FY 2018 Grade and Step: _____

Justification: _____

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks/Rec
Division: RECREATION (7210)

Dolly Hughes

New Position

Position Title: PFT PROGRAM COORDINATOR

FY 2018 Grade and Step: _____

Justification:
TRANSFER From . C.C. (7220) Hughes
SR. Programs. → Rec. CTR. (7210)

Position Upgrade/Reclassification

From:
Position Title: _____

FY 2017 Grade and Step: _____

To:
Position Title: _____

FY 2018 Grade and Step: _____

Justification:

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks + Recreation
Division: CC 7220

Rakelle Wright

New Position

Position Title: F/T Program Coord. II

FY 2018 Grade and Step: _____

Justification:

Position Upgrade/Reclassification

From:
Position Title: P/T Program Coord.

FY 2017 Grade and Step: 103/8

To:
Position Title: F/T Program Coordinator II

FY 2018 Grade and Step: 112/1

Justification:

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks / RECREATION

Division: RECREATION 7210

7220 → 7210

Carmen Bungardner

New Position

Position Title: P/T Adm. Asst. I

FY 2018 Grade and Step: 112

Justification:

all senior programs relocated from the Cultural Ctr to the Recreation Ctr.

Position Upgrade/Reclassification

From:

Position Title: P/T Building Monitor (7220) c/c

FY 2017 Grade and Step: 101/17

To:

Position Title: P/T Adm. Asst. I (7210) R/c

FY 2018 Grade and Step: 112/1

Justification:

*Due to Sr. programs relocating from c/c to R/c
Added responsibilities include: taking Regs from Sr. programs, inputting information into Reclink making daily deposits; phone calls and coaching up other Adm. Asst's as well as other office duties to assist Program Super for all senior programs.*

Position Justification Sheet

New Employee Request / Position Upgrade

Department: PARKS / RECREATION

Division: RECREATION

7210 → 7220

Pendergrass

New Position

Position Title: PROGRAM SUPERVISOR (7210) S/C

FY 2018 Grade and Step: 122

Justification:

SEE Below

BRANDON PENDERGRASS

Position Upgrade/Reclassification

From:

Position Title: ADM. ASST I (7216) R/C

FY 2017 Grade and Step: 112 / 20 \$ 19.3994

To:

Position Title: PROGRAM SUPERVISOR ⁷²²⁰ (7216) S/C

FY 2018 Grade and Step: 122 / 1 \$ 20.5552

5%

Justification:

NEW RESPONSIBILITIES INCLUDE THE SUPERVISION OF THE SPORTING CTR RENTALS ALONG WITH ALL ACTIVITIES TAKING PLACE WITHIN COMMONS PARK SUCH AS: FOOD TRUCKS, PAVILION RENTALS, (4) P/T FACILITY ATMS. AND (1) PROGRAM CO-ORDINATOR. Special Event requests



Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks/Recreation
Division: Recreation 7210

New Position

Position Title: (1) F/T FACILITY ATTN. (7210) R/C

FY 2018 Grade and Step: 106

Justification:

with all Senior programs relocating from CC to the Rec Ctr. a F/T Facility Attn job set up is needed.

Position Upgrade/Reclassification

from P/T Building Maint.
→ F/T Fac. Attn.

From:

Position Title: _____ ?

FY 2017 Grade and Step: _____

To:

Position Title: _____

FY 2018 Grade and Step: _____

Justification:

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks + Recreation
Division: 7200

New Position

Position Title: (2) FT. Facility Program Coord. II

FY 2018 Grade and Step: 112/1

Justification:

Needed to include the coordination on site of various events within the CC or Sporting Ctr as well as Veterans Park + Commons Park along with assistance to the Supervisor.

Position Upgrade/Reclassification Rockelle Wright.

From:

Position Title: P/T Program Coordinator

FY 2017 Grade and Step: 103/8

To:

Position Title: Program Coordinator II

FY 2018 Grade and Step: 112/1

Justification:

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks / Recreation
Division: Cultural / Comm. Events (7220)

New

New Position

Position Title: F/T Facility Attnd.

FY 2018 Grade and Step: 106/1

Justification:

Due to the expansion of the Cultural Center an additional Facility Attnd is needed for the setting up and tearing down tables + chairs for various events along with general custodial duties during hours of operation 7 days a week, minimum 13 hrs per day.

Position Upgrade/Reclassification

From:

Position Title: _____

FY 2017 Grade and Step: _____

To:

Position Title: _____

FY 2018 Grade and Step: _____

Justification:

Position Justification Sheet

New Employee Request / Position Upgrade

Department: Parks/Recreation
Division: Recreation (7210)

New Position

Position Title: (4) P/T Facility Attn. (7210) R/C

FY 2018 Grade and Step: 106

Justification:

Additional programs relocated to THE Rec. Ctr from the C.C.

Position Upgrade/Reclassification

From:

Position Title: (4) P/T BUILDING MONITORS (7210) R/C

FY 2017 Grade and Step: 103

To:

Position Title: (4) P/T Facility Attn. (7210) R/C

FY 2018 Grade and Step: 106

Justification:

with add. travel programs at the Rec. Ctr from the C.C. Staff will have add. responsibilities of setting up and tearing down rooms for various programs and be responsible for opening + closing facility; custodial duties Eves + weekends.

Position Justification Sheet

New Employee Request / Position Upgrade

Department: P+R
Division: Recreation 7210

New Position

Position Title: _____

FY 2018 Grade and Step: _____

Justification: _____

Position Upgrade/Reclassification

From:
Position Title: Program Coordinators

FY 2017 Grade and Step: 103

To:
Position Title: Program Coordinator

FY 2018 Grade and Step: 106

Justification: Harden, Mayo, Patterson, Washart

