

Date: December 14, 2006



TO: Board Members – Vancouver Park Board
FROM: General Manager – Parks and Recreation
SUBJECT: Administrative Report – Position Changes

RECOMMENDATION

That the Board approve the deletion of one regular full-time position, the creation of three regular full-time positions, and the creation of one regular part-time position, with the source of funds as indicated below.

POLICY

The Global Budget arrangement with the City allows the Board to establish staff positions at its discretion if funds are in place.

DISCUSSION

Park Board operations are periodically reviewed to ensure staffing is appropriate to provide for service to the public in support of the Board's changing priorities. Recently, a number of reviews have taken place and changes are recommended as detailed below:

Planning and Operations -- creation of Trades Foreman and elimination of Trades III - Welder

The Major Maintenance section of the Planning and Operations division has eight shops with CUPE 1004 staff. Seven shops are supervised by members of the Foremen's Association while the Fabrication Shop is supervised by a Trades III – Welder, which is a CUPE 1004 position.

It is proposed to eliminate this Trades III – Welder position and replace it with a Trades Foremen position to standardize the structure with the other shops, which underwent a similar transition several years ago. The Trades Foreman position would provide a higher level of supervision than is possible with a Trades III position and better reflects the requirements of the position, which directly supervises four Trades II workers. The total costs for the Trades Foreman position for 2007 are expected to be \$78,400 (\$65,800 plus Fringe Benefits) while the Trades III position is funded at \$80,000 (\$61,600 plus Fringe Benefits). The additional funds would be left within the existing CUPE 1004 budget.

CUPE 1004 and the Vancouver Foremen's Association have been advised of the proposed change.

VanDusen – Supervisor of Revenue and Visitor Service

A temporary exempt position of Supervisor of Revenue and Visitor Service was created in 1997 to maximize revenue potential from VanDusen's rental facilities, the Garden's visitors and the Garden Shop, and to manage visitor support services.

Currently, the position is responsible for the administrative coordination of Garden events, such as the Festival of Lights, and works closely with the Garden Director to ensure that the Garden meets its annual operating budget. As well, the position continues to manage the Garden Shop, ensuring that growth targets are met. Since 1997, Garden Shop revenues have increased over 65%.

It is proposed to convert this temporary full-time position to a permanent full-time position, reflecting the on-going nature of the work being performed. Funds for the position already exist within VanDusen's operating budget.

Roundhouse Community Centre – Regular Part-Time (RPT) Community Youth Worker

For the last 2 ½ years, CUPE 15 auxiliary staff have provided youth services out of the Round house Community Centre with an average of approximately 27 hours per week of staff time dedicated to these services. Given the on-going nature of the services being provided, the growing downtown youth population and the fact that funds for the position already exist within the Roundhouse operating budget, staff proposed to create a 27 hour per week, regular part-time Community Youth Worker position at Roundhouse Community Centre.

Corporate Services – Marketing Position

In order to more fully support the Park Board's growing need to maximize revenues and provide needed marketing expertise to front line Recreation staff, it is proposed to create a marketing position within Corporate Services. The proposed position's focus will be recreation marketing and would be funded from increased recreation revenues.

All positions noted above are subject to classification review by the General Manager of Human Resources and do not impact on the 2007 operating budget request.

SUMMARY

Staff recommend that the Board approve the creation and deletion of the above detailed positions, which support the needs of the organization.

Prepared by:

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