

Date: May 28, 2008



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

RECOMMENDATION

THAT the Board approve the following changes to regular CUPE 15 positions:

- A. An increase to full-time for two part-time positions (14 additional hours weekly for both the Fundraising program and at Moberly Arts Centre);*
- B. The creation of one part-time and two full-time positions (one 25 hour per week position at False Creek Community Centre, and one full-time position for each of Killarney Pool and the Major Maintenance program); and*
- C. The conversion of one part-time and two full-time positions to auxiliary (at Strathcona Community Centre, Burrard Marina and the West End Community Centre respectively);*

with the source or disposition of funds as indicated in the body of this report.

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 priorities. Such reviews include an analysis of workload and program hours and may indicate the need for creation, deletion or adjustment in hours of positions. A number of reviews have taken place and the changes detailed below are recommended. Staff met with representatives of CUPE 15 on May 26, 2008 and discussed the position changes in this report.

CUPE 15 Regular Full-time Clerk IV - Fundraising and Donation Program

On September 25, 2006, the Board approved the creation of a part-time administrative position in order to support the Board's successful donation program, while continuing to develop further fundraising initiatives. Staff have encountered difficulty filling the part-time position; meanwhile, the work required to support the program has continued to grow. The Board is now requested to approve funding for 14 additional hours per week from the Park Amenity Reserve to increase this position to a regular full-time assistant.

CUPE 15 Regular Full-time Programmer II - Moberly Arts Centre

Programs at the Moberly Arts Centre and Sunset Community Centre have developed over the past several years in response to the community. These programs have reached a point where the demand for consistent, qualified staffing supports the increase in hours of the regular part-time position to a regular full-time one. The funding increase required to provide the additional 14 hours per week needed to support a full-time position will be reallocated from the Sunset Community Centre's auxiliary budget.

CUPE 15 Regular Part-time Program Assistant III - False Creek Community Centre

For the past three years, the False Creek Community Association has funded an auxiliary Program Assistant III position which focuses on youth activities. The Association has determined by this experience that a Youth Activity Worker is needed and adds value to the community. To ensure continuity for this valuable programming, they now request that the Board establish a regular part-time Program Assistant III position (25 hours per week) which the Association will continue to fully fund.

CUPE 15 Regular Full-time Building Worker - Killarney Pool

In reviewing the operation of Killarney Pool over the past several years, the maintenance work has evolved to the point where the auxiliary staff budget has been regularly funding the equivalent of a full-time Building Worker. The volume of work is anticipated to remain constant in the foreseeable future and this request is to create a regular full-time position, thereby ensuring consistent, qualified staffing. The funding required for this position will be transferred from Killarney's auxiliary budget.

CUPE 15 Regular Full-time Clerk Typist III - Major Maintenance

In 2003 a new Computerized Maintenance Management System was introduced to the Park Board. The system now processes approximately 18,000 corrective work requests annually. Clerical support in the form of a Clerk Typist III has been provided since the introduction of the system to process and track work requests and to perform related duties. The position is currently a temporary full-time position but as the work is of an ongoing nature, it is recommended that it be converted to a regular full-time position. Funding for the position will be transferred from the auxiliary budget.

Convert CUPE 15 Regular Part-time Recreation Facility Clerk - Strathcona Community Centre

According to the CUPE 15 Collective Agreement Schedule C, when a position's hours fall below 50% of a regular full-time position, the position's status reverts to auxiliary. Over the last eight years, the employee in this position has worked an average of between 5 and 11 hours per week, which is well below the 17.5 hours weekly required to maintain the position's status as regular part-time. During this time, the additional hours funded by this position have been used to provide auxiliary staff support at the Community Centre. It is recommended to convert this position to auxiliary hours to reflect the functions at the community centre and comply with the Collective Agreement. The incumbent will retain her current regular part-time status under provisions in the Collective Agreement.

Convert CUPE 15 Regular Full-time Marina Operator III - Burrard Marina

This position has been vacant since the end of 2002 and the funding has been used to provide additional hours of auxiliary coverage for the marina. After a review of work at the marinas the classification was removed in August 2006. It is recommended that the position be converted to auxiliary hours to comply with the Collective Agreement and to reflect current work at the marina. The funds budgeted for this full-time position will be transferred to the auxiliary budget.

Convert CUPE 15 Regular Full-time Cashier Receptionist - West End Community Centre

The West End Community Centre currently has three regular full-time cashier/receptionist positions. Working with three staff to provide a schedule has been problematic. One position has remained vacant since 1999, with the additional work being performed by auxiliary staff in response to seasonal and workload demands. It is recommended to convert this position to auxiliary hours to reflect the scheduling requirement of the community centre.

SUMMARY

Staffing level reviews are conducted to ensure appropriate support for the Board's priorities and activities; when indicated, recommendations will be brought to the Board to create, delete or adjust hours of regular positions.

The above changes are recommended to the Board for its approval.

Prepared by:

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