



Date: May 19, 2011

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

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## RECOMMENDATION

*THAT the Board approve the conversion of 3 CUPE 15 regular full time positions, the creation of 1 CUPE 15 regular full time position, and the creation of 5 CUPE 15 regular part time positions with the financial impacts and sources of funds as noted in the body of the report. All positions being created are subject to classification by the General Manager of Human Resources.*

## POLICY

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

## DISCUSSION

This report seeks approval to make a number of changes to positions as detailed in the report below. These position changes are necessary to support the ongoing work of the Board. Background, funding and details follow for the changes required for the various positions.

### Conversion of 3 CUPE 15 Regular Full time position

Periodically the work required by the organization is reviewed when vacancies arise to ensure that the existing regular positions reflect the evolving needs of the organization. A process is in place with Human Resources to review the proposed changes to the positions and determine the appropriate classification for changes to a position. The following three positions are being converted under this process. In order to retain and reallocate any resulting savings or to identify a source for new funds Board approval is required.

A review of the evolution of maintenance work at the West End Community Centre, Coal Harbour Community Centre and Barclay Manor has been done. As a result the existing vacant regular full time Ice Rink Maintenance Lead Hand position (50010885) is being converted to a regular full time Building Worker position and the remaining funding retained for auxiliary maintenance coverage.

A review of the cashiering work at Vancouver Aquatic Centre has been done. As a result an existing vacant regular full time Head Cashier position (50012402) is being converted to a regular full time Cashier Receptionist position and the remaining funding retained for auxiliary coverage.

A review of the maintenance work at the Aquatic Centre at Hillcrest has been done as part of the transfer of aquatic services from Percy Norman Pool to the new facility. As a result an existing vacant regular full time Utility Maintenance Worker position (50007704) is being converted to a regular full time Building Worker position and the remaining funding retained for auxiliary maintenance coverage.

Creation of 1 CUPE 15 Regular Full time & 5 CUPE 15 Regular Part time positions

As part of the work of the auxiliary review committee, auxiliary work across the organization has been reviewed to determine if there is a pattern of work which will allow the establishment of regular positions. Based on a recent review there are currently six positions which show a consistent year round pattern of work that allow the creation of the following regular positions:

Location	Title	Weekly Hours	Position Status
Mount Pleasant Community Centre	Office Support Clerk II	35	Full time
Kitsilano Community Centre	Office Support Clerk II	24	Part time
Roundhouse Community Centre	Program Assistant III	25	Part time
Renfrew Community Centre	Program Assistant III	20	Part time
Killarney Pool	Swimming Instructor Attendant	20	Part time
VanDusen Garden Gift Shop	Cashier – Park Board	21	Part time

In all cases noted in the table above, the source of funds is the existing auxiliary budget at the specified facility.

**SUMMARY**

The position changes detailed in this report are necessary to support the Park Board public services. Once approved, the newly created positions will be subject to the City's review process for vacant positions to minimize the impact on employees affected by service reductions throughout the City.

As always, the creation of new positions is subject to review and classification by the General Manager of Human Resources.

Prepared by:  
Corporate Services  
Vancouver Board of Parks and Recreation