

Memo

Carmichael



To: Advisory Board of Directors

From: Stacey Yankee, District Administrator
Matt Lemcke, Human Resources Section Manager

Date: November 20, 2025

Subject: Administration Division Restructuring

Introduction/Background:

In January of 2024 it was approved by the Advisory Board to split the Administrative Services Manager (ASM) position into two roles, to better balance the duties of the position to best serve the District. In August 2024 the position of HR Section Manager (HRSM) was filled, with the goal of filling the Finance Section Manager (FSM) by January 2025. A first round of interviews was held in December 2024, with no successful candidate selected. In January 2025 a second round of interviews was held, and a candidate was selected, who began training in February 2025 with the outgoing ASM.

In April 2025, the outgoing ASM separated from the District, officially leaving all financial duties to the FSM. The FSM then quit without notice in May 2025, leaving all duties now to be covered by the District Administrator. The current Finance Technician absorbed some of the reporting and analytical duties and began to work out of class. In June 2025 a third round of interviews were held for the FSM position, and a candidate was selected. This candidate started in August 2025. By September 2025 it was realized that the scope of work was outside of the FSM's abilities, and they separated from the District.

In mid-October the current HRSM began to work out of class and absorbed the audit and contract review duties. Discussion was held to re-evaluate the FSM position, as it was made evident through the last two employees that the requirements of the role exceeded the level of candidates applying, and that the District should consider merging the role into existing employees, and hire in at a lower position to handle finance duties.

The HRSM reached out to Sacramento County Department of Personnel Services (DPS) in early October to seek guidance on the proper steps to take, and to ensure that if moves were made internally there was not a requirement to post all jobs externally, but rather that it was acceptable to promote internally. With the assistance of DPS the HRSM reviewed the current District handbook and cross-referenced with County policies. A recommendation letter was created by DPS to help with guidance on the next steps

(Attachment A). It was determined that the changes could be at the discretion of the district, including internal promotions and job description updates, provided they were approved by the Advisory Board.

In review of the current job duties & job descriptions, as well as those of the FSM, it was determined that it would be best to shift the duties internally, and adjust the roles of the HRSM and Finance Technician. The HRSM would become an Administrative Services Manager, keeping the HR duties and taking on responsibility for high-level financial work such as contracts, insurance policies, budgeting, audit oversight, and asset control. The Finance Technician would promote to an Administrative Analyst taking on the remainder of the FSM duties including oversight of all day-to-day financial decisions, supervision of the financial team, reporting, and analysis of leases and utility usage. The HRSM and FSM positions would be eliminated, and the Finance Technician position would become vacant to be filled in early 2026. The Regular Part-Time Payroll/Finance Clerk would be renamed to Administrative Services Clerk to better align with the Division.

Summary:

All four job positions have been reviewed internally and discussed with the current District Administrator, Division Managers, Finance Technician, and Payroll/Finance Clerk. The duties have been reassigned to the positions based on the skill sets required and balanced to better allow the employees to serve the needs of the District. The four positions are attached to the memo as Attachments B – E.

In review of the costs for this restructure it was acknowledged that the increase in duties and responsibilities would also warrant an appropriate increase in pay placing the HRSM and Finance Technician into higher pay scales; the Administrative Services Manager and Administrative Analyst respectively. The HRSM, currently at Step D \$48.44/hr. would shift into the Administrative Services Manager pay scale at Step D \$53.82/hr. The Finance Technician currently at Step G \$35/hr. would shift into the Administrative Analyst pay scale at Step B \$39.87/hr. The new Finance Technician would most likely be hired at the first step of \$26.12/hr. There would be no change to the Clerk as there is not a significant change in duties. The budget estimate of costs, including the current out-of-class salaries, and the 6 weeks of FSM in FY 25-26 show a savings for the fiscal year of approximately \$19,000. Please see Attachment F for information on the current pay District pay scales.

The first step in the process was to meet with the Personnel Committee for review, open discussion, and approval. The second step in the process is for the Advisory Board approve the restructure. Following Board approval, the District will begin the shift for internal personnel. The current Finance Technician has been working out of class for over five months and would need to transition to the Administrative Analyst position on November 24, 2025. The then vacant Finance Technician position would be opened in early December, with a start date of January 5, 2026 The current HRSM would promote into the ASM position also starting on January 5, 2026.

Recommendation for Board Approval at the November AB Meeting:

Staff proposes that the Carmichael Recreation and Park District Advisory Board of Directors approve the Administration Division restructure including:

- 1) Promotion of the HR Section Manager to Administrative Services Manager.
- 2) Promotion of the Finance Technician to Administrative Analyst.
- 3) Name change of the Payroll/Finance Clerk to Administrative Services Clerk.
- 4) Removal of the HR Section Manager and Finance Section Manager positions.

**Kristopher Borders – Sacramento County Department of Personnel Services
Recommendations and Considerations for Carmichael Recreation and Park District**

Convert 1.0 FTE Human Resources Section Manager to 1.0 Administrative Services Manager (Reallocation of Filled Position)

Convert 1.0 FTE Finance Section Manager to 1.0 FTE Administrative Analyst (Reallocation of Vacant Position)

The Carmichael Recreation and Park District is considering two position reallocations: converting the filled 1.0 FTE Human Resources Section Manager position to a 1.0 FTE Administrative Services Manager and converting the vacant 1.0 FTE Finance Section Manager position to a 1.0 FTE Administrative Analyst. These proposed changes fall within the scope of authority granted to the District Administrator by the Advisory Board of Directors, as outlined in the Personnel Policy Manual. While the manual does not explicitly use the term “reorganization,” it provides a clear framework for managing staffing and organizational structure, including the reallocation of positions, provided such actions are appropriately documented and consistent with policy.

When reallocating positions, especially filled ones, it is essential to assess whether the change involves a shift in classification (such as from part-time to full-time) or a change in exempt/non-exempt status. These changes must align with the definitions and criteria outlined in the manual, including those related to hours worked, benefit eligibility, and wage and hour laws. If a reallocation results in a promotion or movement to a higher salary range, the employee’s merit advancement date may reset. In the case of the proposed conversion to Administrative Services Manager, the salary is more than ten percent higher than that of the Human Resources Section Manager. This suggests that the merit date should be reset, and the employee should be placed on probation in the new classification.

For lateral moves or reclassifications to a lower range, the merit date typically remains unchanged. Temporary assignments to higher classifications may qualify for out-of-class pay if the employee assumes the full scope of duties and the assignment is formally documented. These assignments may also count toward meeting minimum qualifications for other classifications. Performance evaluations should be reviewed to ensure the employee is prepared for the new responsibilities.

The Personnel Policy Manual does not require that all vacant positions be advertised for competitive recruitment. However, it does state that promotional opportunities are available to current employees when appropriate, and that factors such as performance, potential, education, and experience are considered in the selection process. While internal candidates may be prioritized, the manual also notes that all full-time positions may be advertised on the open market. This suggests that external recruitment is permitted and encouraged for transparency and fairness, but not mandated. The decision to advertise is at the discretion of the District, depending on the circumstances of the vacancy.

In cases where a position is eliminated or significantly altered, Section 11 of the manual provides guidance on layoffs and reemployment. Affected employees may be placed on a reemployment list for up to two years, with priority based on seniority and qualifications. Transparency and communication are essential, as any changes perceived as inequitable or inconsistent with policy may be subject to grievance under Section 23. If the reallocation significantly changes the physical demands of the job, a revised job description and possibly a medical clearance may be required.

Operationally, several questions should be addressed to support a smooth transition:

1. Will the Payroll/Finance Clerk receive training to assume Clerk of the Board responsibilities?
2. Who will manage lease agreements moving forward?
3. Where will responsibility for the scholarship program be assigned?
4. Should job descriptions and summaries be updated to reflect new reporting relationships?

Additional considerations include ensuring equity and fairness in all decisions, maintaining thorough documentation of actions and justifications, and supporting employees through training and upskilling to help them succeed in new roles. All decisions must comply with personnel rules and equal employment opportunity standards.

Finally, any recommendation to implement these organizational changes should be submitted to the Advisory Board of Directors through the District Administrator, accompanied by all necessary supporting information.

CLASS TITLE: ADMINISTRATIVE SERVICES CLERK
Regular Part-Time Hourly, Non-Exempt
Department: Administration
Supervisor: Administrative Services Manager
Supervises: None

JOB SUMMARY

Under the supervision of the Administrative Services Manager, the successful candidate will play a crucial role in managing payroll and timesheets, maintaining accurate employee records, handling deposits for various accounts, and other similar office-related duties. The Clerk will work closely with the Administrative team and contribute to the efficient and effective operation of the department.

ESSENTIAL DUTIES & RESPONSIBILITIES

Payroll & Financial Duties

- Handle HR onboarding & offboarding procedures for employees.
- Input and extract data in BambooHR to maintain accurate employee records.
- Prepare the Payroll Data Sort spreadsheet each payroll cycle.
- Prepare Payroll Wage Reports and manage Employee Roster Cards
- Compile and maintain temporary disability/workers compensation records for payroll/leave accrual integration.
- Participate in audits, including Compensated Balance Reports and annual Compensation Reports to the County for the State Controller.
- Serve as a back-up agent for processing bank deposits and maintaining records, ensuring compliance with segregation of duties policies.
- Serve as a back-up to process refunds and corrections in the Recreation Management Software.

Office & Human Resource Duties

- Receptionist for the office welcoming in-person visitors, handling mail and packages, and assisting in the general cleanliness of the District Office.
- Set up job announcements, organize interviews, and facilitate day-of.
- Prepare interview binders with necessary documents and materials.
- Facilitate HR onboarding processes for new employees.
- Prepare Advisory Board Agendas & Minutes
- Assist with Advisory Board Packet preparation.
- Set up and provide backup support at Advisory Board Meetings.
- Attend Advisory Board and other meetings (as assigned).

QUALIFICATIONS

- High school diploma or equivalent; AA or BA a plus.
- Two (2) years of proven experience in Payroll or a related field.

- Proficient in using HRIS systems, BambooHR a plus.
- Knowledge of payroll processes and reporting.
- Highly proficient in using Microsoft Word, Excel, and Outlook
- Ability to maintain confidentiality and handle sensitive information.

Ability to:

- Communicate effectively in person, by telephone, and email, returning all emails and phone calls promptly.
- Ascertain priorities and meet deadlines and objectives.
- Be resourceful and effective.
- Follow oral and written instructions.
- Proofread, perform accurate computations, and prepare accurate reports from records and other source data.
- Use good, independent judgement in organizing and establishing formats, preparing effective correspondence on routine matters and performing routine functions.
- Establish and maintain effective working relationships with the general public, customers, contractors, supervisors, and employees. Be friendly, professional, tactful, patient, flexible, and courteous.
- Operate a variety of office equipment.

SPECIAL QUALIFICATIONS

Applicant must possess a valid California Driver's License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS

- Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.
- Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

CLASS TITLE: FINANCE TECHNICIAN
Full-Time Hourly, Non-Exempt
Department: Administration
Supervisor: Administrative Analyst
Supervises: None

JOB SUMMARY

Under the general supervision of the Administrative Analyst, the Finance Technician is responsible for processing and maintaining accounts payable, accounts receivable, data entry and document preparation, financial reports; communicating with vendors to resolve problems; updating and maintaining Recreation databases; and providing back up in performing a variety of general office support.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Prepare and process purchase orders and maintain related records.
- Process invoices and prepare claims for payments to vendors; work with vendors, staff, and the County to resolve problems and discrepancies regarding invoices, purchase orders, and claims.
- Prepare and maintain accounts payable records and lists.
- Prepare invoices; maintain accounts receivable records and lists; prepare and maintain cash receipts journal.
- Review and organize P-Card Statements acting as Billing Office Contact. Review and organize mileage reimbursements.
- Prepare bank reconciliation and Deposit Permit for transfer of funds to the County Treasurer.
- Assist with Annual Year-End Closing and Annual Audits (Independent, County, State).
- Weekly duty of processing bank deposits and maintaining records, ensuring compliance with segregation of duties policies.
- Partner with the Recreation team handling Child Action services, youth scholarships, and refunds to customers as directed by leadership.
- Provide support to management and customer service staff as it relates to courses and instructors.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Operate a variety of office equipment.
- Provide backup general office support when other office staff are unavailable: answer phones, assist the public, answer questions regarding District programs and facilities.

QUALIFICATIONS

Knowledge of:

- Methods, practices, and terminology of financial and statistical record keeping.
- Accounts payable, accounts receivable, and payroll practices and procedures.
- Correct business English usage, spelling, punctuation, grammar, and composition.

Skill in:

- Advance use of computers and software applications, including spreadsheets, database, and word processing.

Ability to:

- Perform a variety of accounts payable, accounts receivable, payroll, and fiscal record keeping assignments with only general guidance and supervision.
- Evaluate fiscal record keeping problems and work with others to resolve them.
- Ensure the accuracy of fiscal information and data.
- Make mathematical calculations quickly and accurately.
- Understand and interpret policies, rules, and regulations of the District.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Graduation from high school with two (2) years of increasingly responsible experience in the performance of fiscal record keeping and support assignments is required. Completion of specialized educational training in accounting or bookkeeping is desirable.

SPECIAL QUALIFICATIONS

Possession of a valid California Driver's License. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS

- Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.

- Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

Note: The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an inclusive list of all duties, responsibilities and skills required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

CLASS TITLE: ADMINISTRATIVE ANALYST
Salaried, Exempt
Department: Administration
Supervisor: Administrative Services Manager
Supervises: Finance Technician

JOB SUMMARY

Under the direction of the Administrative Services Manager, the Administrative Analyst will provide leadership and oversight in financial operations. The successful candidate will supervise the Finance Technician and other staff in the Finance Section, in processing and maintaining accounts payable, and accounts receivable, preparing reports, managing the day-to-day financial operation of the District, serving as the P-Card Administrator, and assisting as needed in audits and budgeting. This position requires a proactive and detail-oriented professional with a strong background in finance and management.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Provide oversight and review of accounts payable, acting as the main point of contact for all vendors, receiving invoices, and ensuring that payment is remitted in an appropriate timeframe.
- Coordinate any logistics surrounding vendor payments such as setting up of ACH, approving checks to be issued, or authorizing P-Card payments.
- Reconcile accounts payable, accounts receivable, GO Bond accounts, Quimby funds, and Park Impact Fees to COMPASS records.
- Manage General Ledger (GL) codes and segregation of duties for Recreation Management Software.
- Ensure accuracy in financial coding and reporting.
- Act as the Deputy Auditor-Controller, reviewing, approving, and signing financial documents.
- Manage and oversee the P-Card program.
- Coordinate budget and miscellaneous reports for the Advisory Board.
- May be required to attend Advisory Board meetings for the purpose of presenting reports to the Advisory Board.
- Management of any outstanding grants or donations, including coordination of funds and tracking of related expenses.

- Conduct GO Bond and Park Impact Fee fund management, including quarterly and annual reports and transfers.
- Receive and process accounts receivable including tenant rent, donations, refunds, County payments, and any other funds.
- Assist the District in audits, including generating reports, researching information, and regularly meeting with senior leadership and the auditor team.
- Developing and maintaining internal District spreadsheets surrounding information such as utility costs, salaries, billing, etc.
- Regular cost analysis of rents and utility costs for lease agreements.
- Coordinate and manage the annual year-end closing processes.
- Develop and maintain schedules for all District financial activities; including but not limited to audits, year-end closing, asset reports, quarterly filing and transfers, monthly internal and Board reporting.
- Coordinating logistics surrounding the purchase, useful life, and removal of District assets, including land, buildings, structures, and equipment.

QUALIFICATIONS

- Bachelor's degree in Finance, Accounting, Business Administration, a related field, or equivalent experience. Qualifying experience may be substituted for the required education on a year-for-year basis.
- Minimum two (2) years of experience in financial management roles.
- Strong leadership and supervisory skills.
- Knowledge of budgeting, financial reporting, and auditing processes.
- Familiarity with relevant laws, regulations, and compliance standards.

Ability to:

- Communicate clearly and effectively orally and in writing with internal and external stakeholders.

- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, initiate and complete projects and assignments with minimal direction.
- Adjust to rapidly shifting priorities and timelines; and meet multiple timelines.
- Collect, analyze, and interpret financial data and make sound recommendations.
- Perform long range capital improvement planning.
- Prepare comprehensive, clear, and accurate oral and written reports.
- Analyze problems, identify and evaluate solution options, develop and implement sound recommendations that support project and/or District goals.
- Interpret and apply District policies, procedures, rules, and regulations.

SPECIAL QUALIFICATIONS

Applicant must possess a valid California Driver's License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS

- Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.
- Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

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ATTACHMENT D

required of incumbents. In accordance with the Americans with Disability Act, reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential job functions.

CLASS TITLE: ADMINISTRATIVE SERVICES MANAGER
Salaried, Exempt
Department: Administration
Supervisor: District Administrator
Supervises: Administrative Analyst, Administrative Services Clerk

JOB SUMMARY

Under general direction of the District Administrator, the Administrative Services Manager manages the operation of the financial and personnel affairs of the District, including accounting, payroll, insurance, personnel, administrative support, and the benefits program; exercises considerable judgment in directing financial concerns; serves as advisor to the District Administrator and the Advisory Board in matters dealing with District financial and personnel management. The Administrative Services Manager assists the District Administrator as required; and may act on behalf of the District Administrator in his/her absence.

ESSENTIAL DUTIES & RESPONSIBILITIES

Human Resources

- Provide leadership and supervision to the Administrative Services Clerk and other positions assigned to the section, ensuring the efficient and effective performance of HR operations.
- Serve as the general point of contact both internally and externally for all Human Resource services.
- Develop, implement, and update HR policies and procedures in compliance with relevant laws and regulations. Annually reviewing the Personnel Handbook.
- Prepare and review job descriptions to ensure accuracy and compliance with organizational needs.
- Conduct HR investigations related to personnel actions, CA Civil Rights Department (CRD), and State Unemployment (SUI) claims.
- Coordinate Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), and California Family Rights Act (CFRA) leave requests.
- Process and manage reasonable accommodation requests.
- Serve as the Health Insurance Portability and Accountability Act and Privacy (HIPPA) Compliance Officer, ensuring adherence to privacy regulations.
- Manage BambooHR system, including data input, onboarding processes, and reporting.

- Conduct onboarding for Regular Full-Time (RFT) and Regular Part-Time (RPT) staff, including orientation sessions.
- Manage the Pull-Notice Program, Department of Justice/Federal Bureau of Investigations (DOJ/FBI), Drug Screen and Health Screen Records.
- Administer employee benefits programs and ensure compliance with regulations.
- Review and sign off on payroll processes.
- Oversee HR records management, ensuring accuracy and compliance.
- Manage pre-employment user set-up, computers, internet, software, and cell phones for new hires.
- Serve as District liaison for any Workers' Comp claims, coordinating between CAPRI, the employee, and any other external parties.

Finance

- Supervise and provide leadership to the Administrative Analyst and other staff in the Finance Section, ensuring efficient and effective performance.
- Serve as an internal and external point of contact for Finance services.
- Management of timely production, distribution, and filing of all financial reports.
- Prepare and manage budgets, including Capital Improvement Program (CIP) funding.
- Oversee the financial aspects of GO Bonds, including financial and disclosure reporting, procurement, and issuance.
- Oversight of restricted funds including grants and donations.
- Lead the organization through independent, county, and state audits.
- Ensure compliance with audit requirements and address audit findings.
- Manage Asset Under Construction (AUC) and create necessary forms.
- Oversee District Asset external reporting and management including land, buildings, structural improvements, lease improvements, and equipment.
- Serve as a co-signer on bank holding accounts.
- Prepare and manage contracts, leases, Facility Use Agreements (FUAs), and service agreements.

Additional District Duties

- Attend Advisory Board and other meetings providing an overview of Human Resources and Finance for the District; oversight of agendas, minutes, and recordkeeping of District meetings.
- Ensure compliance with record-keeping requirements, oversight of general record storage both of digital and physical files.
- Set up and coordinate Districtwide training programs for staff, including monitoring online trainings, coordinating offsite seminars, and delivering in-person training as required.
- Serve as the Insurance Coordinator reviewing all Certificate of Insurance requests and annual updates to District COI.
- Serve as Safety Officer for the District, including annual review of policies and quarterly Safety Committee meetings.
- Handle California Recreation for Park and Recreation Insurance (CAPRI) questionnaires, reports, and claims for employee injuries and property losses.
- Coordination of IT projects with external vendors, including computers, Microsoft Suite, and copy machines.
- Manage the "District Governance" pages on the CRPD website.

QUALIFICATIONS

- Bachelor's degree in Human Resources, Business Administration, or a related field. Qualifying experience may be substituted for the required education on a year-for-year basis.
- Two years of experience in management roles focused on Human Resources, Finance, or a combination of both.
- Strong leadership and supervisory skills.
- Knowledge of HR policies, regulations, and compliance requirements.
- Knowledge of Financial policies, regulations, and compliance requirements.
- Experience with Human Resources Information Systems (HRIS), particularly BambooHR.
- Excellent communication and interpersonal skills.

Ability to:

- Communicate clearly and effectively, orally and in writing with internal and external stakeholders.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan, initiate and complete projects and assignments with minimal direction.
- Adjust to rapidly shifting priorities and timelines; and meet multiple deadlines.
- Collect and analyze and interpret HR data and make sound recommendations.
- Prepare comprehensive, clear, and accurate oral and written reports.
- Analyze problems, identify, and evaluate solution options, develop and implement sound recommendations that support project and/or District goals.
- Interpret and apply District policies, procedures, rules, and regulations.

SPECIAL QUALIFICATIONS

Applicant must possess a valid California Driver's License and current auto liability insurance. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.

WORKING CONDITIONS

Environmental Conditions – Essential duties of this position are performed in an office environment. Incumbents work closely with other District personnel in the performance of assigned duties and responsibilities.

Physical Conditions – Work is performed in an environment of frequent interruptions requiring maintenance of attention. Essential duties of the job necessitate prolonged periods of sitting and viewing data on a computer monitor; requires finger and hand dexterity for extensive use of a personal computer; and requires the ability to read and communicate with others to clarify information received, to reach for files and folders and other items; to stand, walk, push, pull, and grasp files and other items on a daily basis.

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ATTACHMENT F

Current District Pay Scales for Affected Administrative Positions

LEVEL		CLASS	A	B	C	D	E
MID MNGMT	*	ADMINISTRATIVE SERVICES MANAGER	<i>46.49</i>	<i>48.81</i>	<i>51.26</i>	<i>53.82</i>	<i>56.51</i>
	*	PARK SERVICES MANAGER	8,058	8,461	8,884	9,328	9,795
	*	RECREATION SERVICES MANAGER					
	*	FINANCE SECTION MANAGER	<i>41.84</i>	<i>43.93</i>	<i>46.13</i>	<i>48.44</i>	<i>50.86</i>
	*	HR SECTION MANAGER	7,252	7,615	7,996	8,396	8,816
ADMINISTRATIVE SERVICES	*	ADMINISTRATIVE ANALYST	<i>Hourly rates:</i> 6,581	<i>37.97</i> 6,910	<i>39.87</i> 7,256	<i>41.86</i> 7,619	<i>43.96</i> 8,000
		FINANCE TECHNICIAN HR TECHNICIAN	<i>Hourly rates:</i> 4,527	<i>26.12</i> 4,753	<i>27.42</i> 4,991	<i>28.79</i> 5,241	<i>30.24</i> 5,503