

HUMAN RESOURCES BOARD ANNUAL UPDATE

**Parks, Recreation and Community Services
Department**

Presented by Director Pamela M. Galera

April 1, 2024

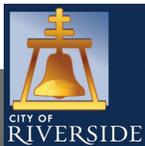
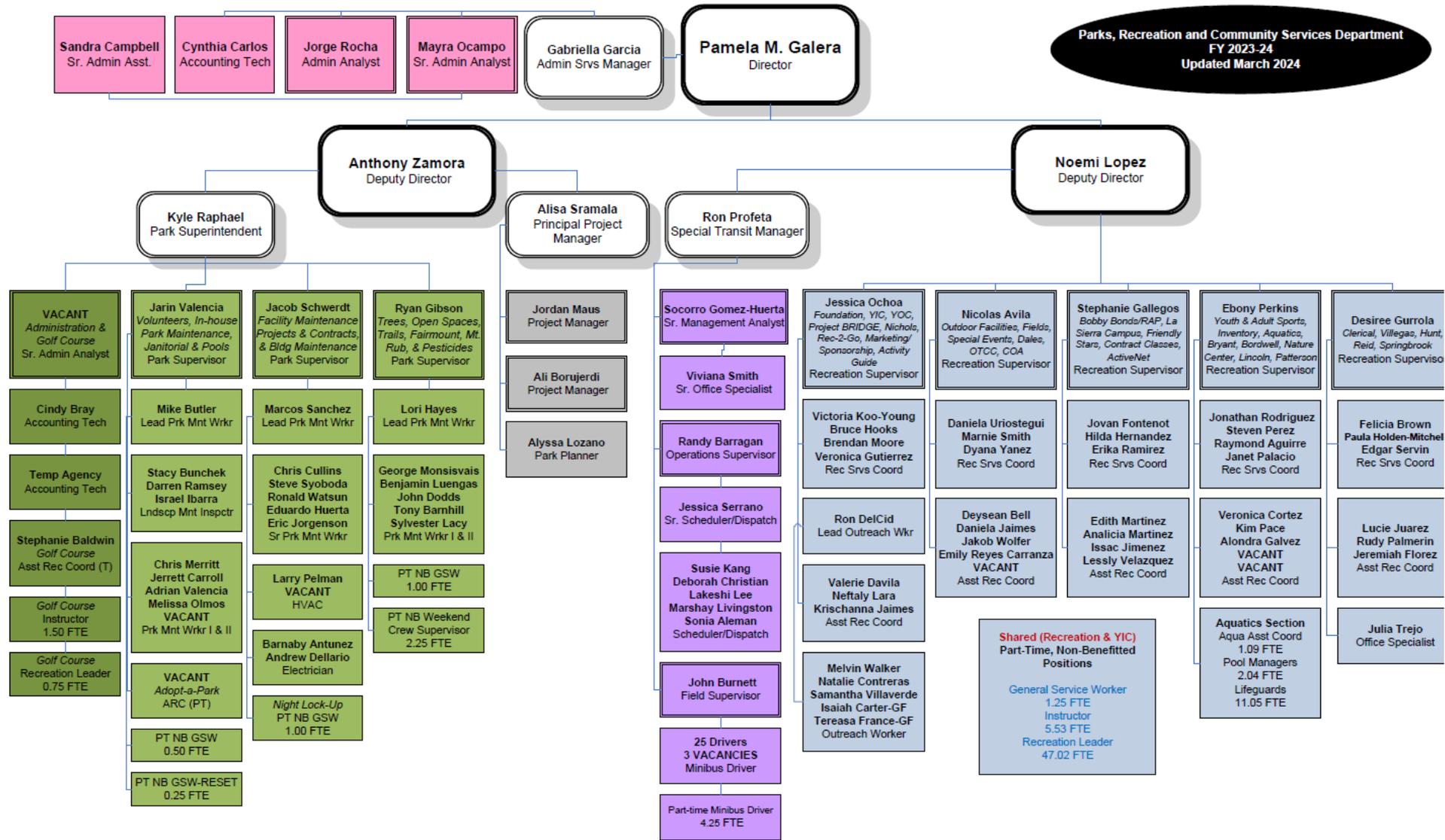
MISSION STATEMENT

The mission of the Parks, Recreation and Community Services Department is to provide innovative recreational experiences and social enrichment opportunities to address the changing needs of people of all ages and cultures, in a variety of safe and attractive parks, trails, landscapes and facilities.

**Parks
Make
Life
Better!**SM



DEPARTMENT STRUCTURE



DEPARTMENT FUNCTIONS

Administration Division

- a. Administrative Support
- b. Budget
- c. Accounting
- d. Grants & Contracts
- e. Commission/Council Reports/Liaisons

Planning & Design Section

- a. Citywide park planning, engineering and design
- b. Capital Projects
- c. Trails and Open Space
- d. Community Outreach

Parks Division

- a. Daily Maintenance – landscape, facilities, pools, Golf Course, and lake
- b. Playground safety
- c. Contract management
- d. Golf Course Operations
- e. Adopt-a-Park



Recreation Services Division

- a. Senior and disabled programming
- b. Citywide Special events and programming
- c. Youth Opportunity Center/Project BRIDGE
- d. Community center operations
- e. Aquatics programming
- f. Outdoor recreation facilities & Rentals
- g. Contract Classes
- h. Youth, adult & adaptive sports
- i. Marketing & Sponsorship
- j. Bourns Family Youth Innovation Center
- k. Volunteer Coordination

Special Transit Services Division

- a. Daily bus-rides for the disabled and senior communities
- b. Grant management

WORKFORCE DEMOGRAPHICS



CITY OF RIVERSIDE
HUMAN RESOURCES

EMPLOYEE DEMOGRAPHICS

Data Refreshed as of : 3/15/2024 2:00:48 AM

EMP STATUS

A

FILTER BY DEPARTMENT

PARK & RECREATION

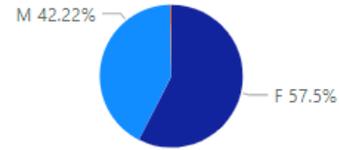
TOTAL EMPLOYEES

360

TOTAL FTEs

170.25

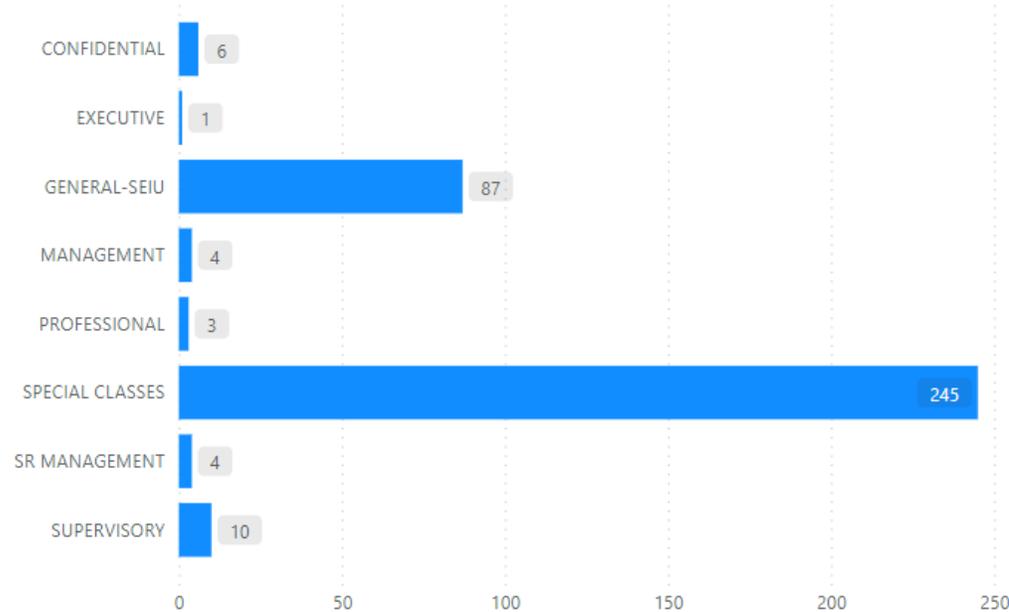
GENDER



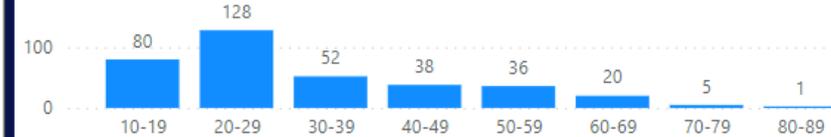
OF EMPLOYEES BY DEPARTMENTS

PARK & RECREATION 100%

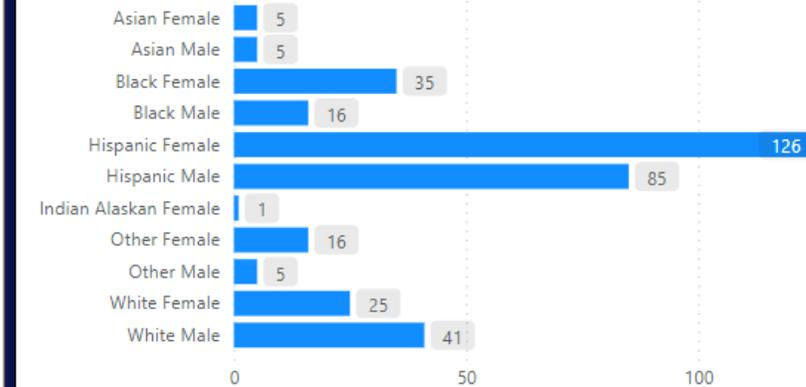
OF EMPLOYEES BY BARGAINING UNIT



WORKFORCE AGE - # OF EMPLOYEES PER AGE GROUP



RACE AND ETHNICITY



DEPARTMENT FTE BY DIVISIONS

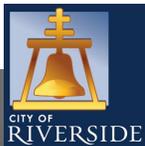


Administration & Planning and Design
12.00 FTE (full-time)

Parks & Golf Course
31.00 FTE (full-time)
0.75 FTE (3/4 time)
7.75 FTE (part-time)

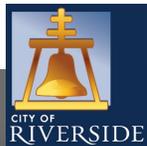
Special Transit
36.00 FTE (full-time)

Recreation & Youth Innovation Center
24.00 FTE (full-time)
7.5 FTE (3/4 time)
3.5 FTE (1/2 time)
1.00 FTE (ARPA)
70.6 FTE (part-time)



CURRENT FILLED PERSONNEL BY DIVISIONS

DIVISION	BUDGETED FTE	FILLED FTE	DIFFERENCE FTE	% FTE FILLED
Administration & Planning and Design	12.00	12.00	0.00	100%
Parks & Golf Course	39.50	34.00	5.50	86%
Recreation & Youth Innovation Center	106.60	90.75	15.85	85%
Special Transit Services	36.00	33.00	3.00	92%



DETAILED VACANCIES BY DIVISIONS

PARKS

Asst. Rec. Coordinator : Adopt-a-Park; April interviews

Sr. Admin Analyst; late March interviews

Park Maint Worker; April interviews

HVAC Tech; April interviews

GSW (4); April interviews

RECREATION

Asst. Rec. Coordinator (3) : Adult Sports, Youth Sports & Facilities; April interviews

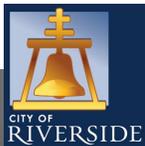
Instructor (4): Senior Center, Time for Tots, Marketing, YIC; April interviews

Lifeguard (20+): continuous recruitment; monthly interviews until filled

Recreation Leader (20+) : continuous recruitment; interviews as needed

SPECIAL TRANSIT SERVICES

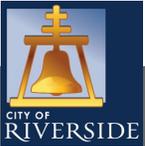
Minibus Driver (2): continuous recruitment; monthly interviews until filled



PERSONNEL BUDGET



	FY 2018-2019	FY 2019-2020	FY 2020-2021	FY 2021-2022	FY 2022-2023	FY 2023-2024
Budgeted Personnel Fund	\$12,097,478	\$13,858,905	\$13,289,469	\$13,759,047	\$14,718,019	\$15,025,707
Budgeted FTE	202.60	209.57	210.10	214.36	213.60	211.10



ISSUES & CHALLENGES

1. Constant turnover
2. Compaction
3. More programming, same staffing levels
4. Grant programming
5. Training

VICTORIES

as of January 2023

1. Lifeguard age limit reduced to 15 years old
2. Education/experience requirements updated : RSC & ARC
3. 68 new hires
4. 25 internal promotions
5. Parks Division compacted salaries corrected
6. Recreation Division salaries amended
7. Harassment Prevention Training
8. Emergency Evacuation Process



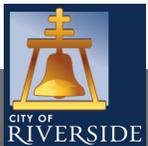
EMPLOYEE MORALE AND RECOGNITION

1. Myers Briggs Personality Test : Management Team
2. Employee Engagement Focus Groups
3. Training and development – CPRS and NRPA annual conference, Women in Leisure (WILS), etc.
4. Annual employee brunch
5. Recognition at Council and Commission meetings



HOW CAN THE HUMAN RESOURCES BOARD ASSIST

1. Recruitment Strategies
2. Retention Strategies
3. Wage Studies Preservation



Thank you!

