



HUMAN RESOURCES BOARD ANNUAL UPDATE

**Parks, Recreation and Community Services
Department**

Human Resources Board
June 3, 2019

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 the people of all ages and cultures, in a variety of safe and attractive parks, trails, landscapes and facilities.

**Parks
Make
Life
Better!** SM

WHO WE ARE

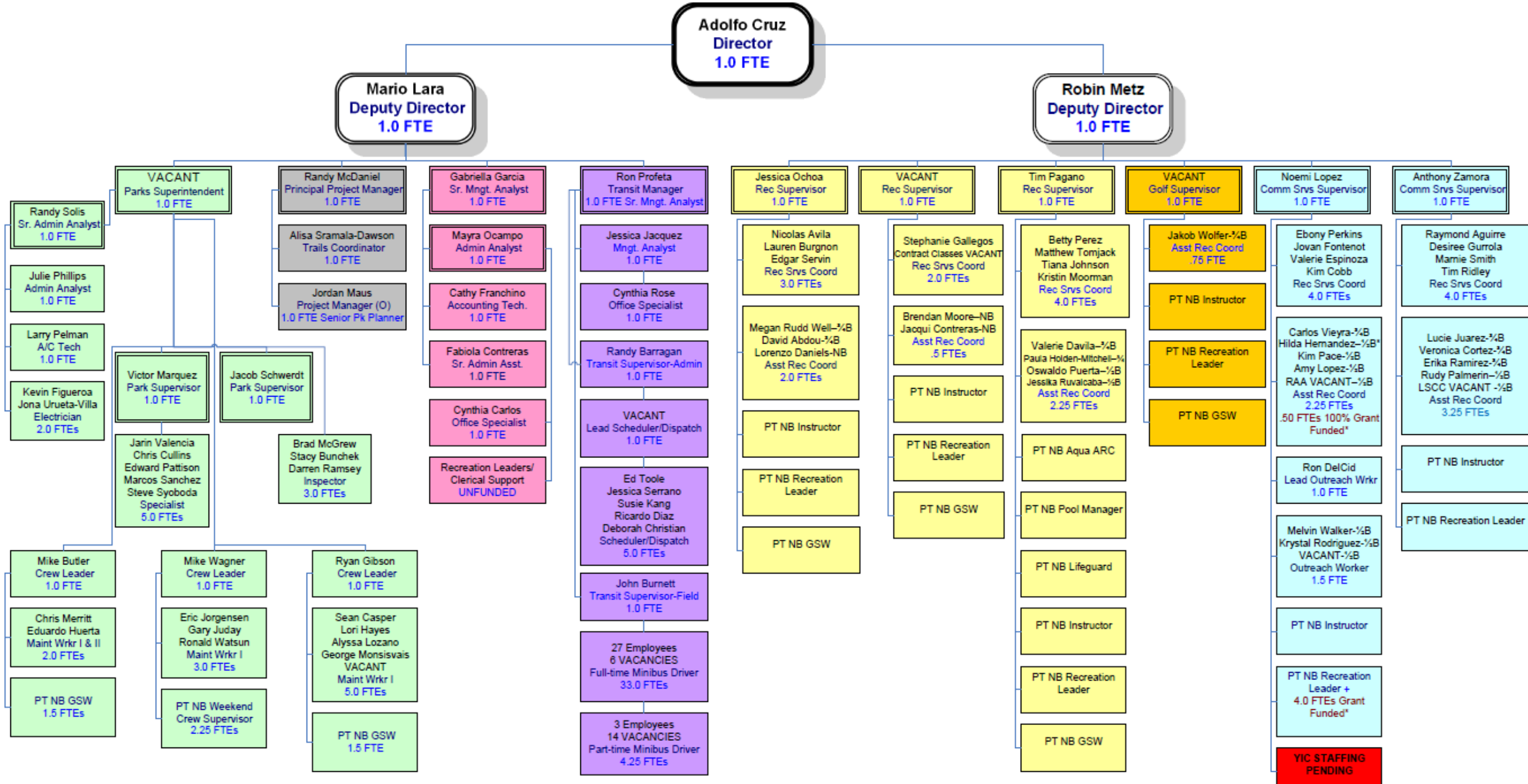
Department is comprised of 209.60 FTEs;

Includes full-time, benefitted; 3/4 - time, benefitted; 1/2 - time, benefitted; and part-time, non-benefitted.

1. Administration and Planning & Design – 11.00 FTEs
2. Community Services – 33.63 FTEs
3. Recreation – 77.72 FTEs (Division with the most part-time, non-benefitted staff)
4. Parks – 34.25 FTEs
5. Special Transportation – 48.25 FTEs (100% Grant Funded)
6. Golf Course – 4.75 FTEs



ORGANIZATION CHART



CURRENT WORKFORCE

Ethnicity & Gender

<u>RACE</u>	FEMALES	MALES	PRCSD TOTAL		FEMALES	MALES	CITY TOTAL	
Caucasian	34	43	77	22.78%	325	826	1,151	47.0%
Hispanic	121	75	196	57.99%	365	515	880	35.9%
African American	25	11	36	10.65%	87	97	184	7.5%
Indian/Alaskan	0	1	1	0.30%	3	6	9	.3%
Asian/Pacific Islander	5	5	10	2.96%	43	82	125	5.1%
Other	10	8	18	5.32%	35	66	101	4.1%

338 PRCSD Employees and 2,450 CITY Employees



Stats as of May 1, 2019

CURRENT WORKFORCE CONTINUED

DIVISION	FULL-TIME	3/4 & 1/2-TIME	PART-TIME	TOTAL FTEs BUDGETED	TOTAL FTEs AVAILABLE
Administration and Planning & Design	11.00	0	0	11.00	0
Community Services	8.00	5.50	20.13	33.63	9.38
Recreation	15.00	7.75	54.97	77.72	19.92
Parks	29.00	0	5.25	34.25	6.00
Special Transportation	44.00	0	4.25	48.25	10.50
Golf	1.00	.75	3.00	4.75	1.50

SUPPLEMENTAL SUPPORT

1. Contracts

- a. Mow & Blow – So Cal Land Maintenance (sports parks) and Inland Empire Landscape, Inc. (neighborhood parks)
- b. Golf Maintenance - Brightview
- c. Pool Maintenance – Service 1st
- d. Tree Trimming – West Coast Arborists, Inc.

2. Volunteers

- a. Average of 103 volunteers on a monthly basis
- b. 2018 = 17,360 volunteer hours
- c. 2019 = 6,330 hours (thru end of April)

3. Interns

- a. Quarterly Intern from UCR, Professor Loveridge's Political Science Class

4. Paid Interns

- a. RCC Federal Work Study Program, 1-6 every semester
- b. UECC Students from UCR

5. Temp Agency Employees



RECRUITMENT OUTREACH & CURRENT EMPLOYMENT OPPORTUNITIES

Recruitment outreach efforts are coordinated through the Human Resources Department. Opportunities are posted on the **City's Website**, and at **local high schools, colleges and universities**. Additionally, recruitment ads are placed with the California Parks and Recreation Society (CPRS) and National Recreation and Park Association (NRPA) professional websites.

Full-Time, Benefitted	Half-Time, Benefitted	Part-Time, Non-Benefitted Few in each position
Park Superintendent	Assistant Recreation Coordinator – 3 positions	General Service Worker
Recreation Supervisor – 2 positions	Outreach Worker	Weekend Crew Supervisor
Recreation Coordinator		Mini-Bus Driver
Park Maintenance Worker II		Recreation Leader
Lead Dispatch/Scheduler		Instructor
Mini-Bus Driver – 6 positions		



TURNOVER STATS

Action	Total	Full-Time	³ / ₄ Time	¹ / ₂ Time	Part-Time	Total	Full-Time	³ / ₄ Time	¹ / ₂ Time	Part-Time	Total	Full-Time	³ / ₄ Time	¹ / ₂ Time	Part-Time
	2017					2018					2019				
End of Temp	15	0	0	0	15	32	0	0	0	32	19	0	0	0	19
Resigned	83	10	0	3	70	46	7	3	0	36	28	4	0	2	22
Retirement	2	2	0	0	0	1	1	0	0	0	1	1	0	0	0
Terminated	0	0	0	0	0	0	0	0	0	0	1	1	0	0	0
Failure to Meet Probation	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0

WHAT WE DO

1. Administration Division

- a. Administrative Support
- b. Budget
- c. Grants & Contracts
- d. Customer Service
- e. Volunteer Coordination

2. Community Services Division

- a. Senior and disabled programming
- b. Special programs and events
- c. Youth Opportunity Center
- d. FUTURE Youth Innovation Center

3. Recreation Division

- a. Community centers
- b. Aquatics programming
- c. Facility access
- d. Contract Classes
- e. Marketing & Sponsorships



4. Planning & Design Section

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

5. Parks Division

- a. Daily Maintenance – landscape, facilities, pool, Golf Course, and lake
- b. Playground safety
- c. Contract management

6. Special Transportation Division

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

7. Golf Course Division

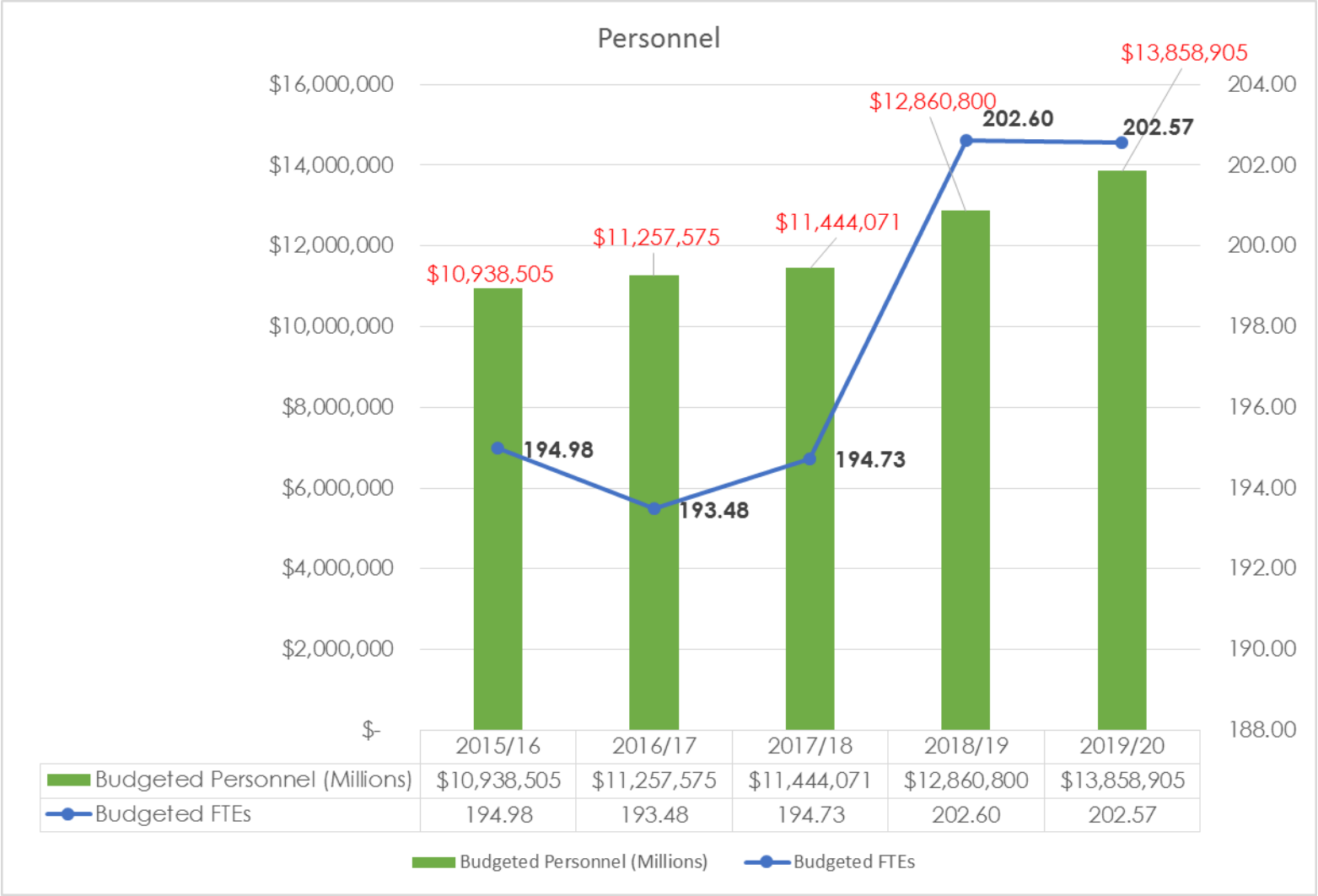
- a. Daily customer interaction
- b. Facilitation
- c. Programming



RENEWED COMMITMENT TO TRAINING & DEVELOPMENT

1. National Recreation and Park Association – Director's School (4 Exec Team members); Supervisor's School (2 Management Team members); and conference webinar made available to all Management Team.
2. California Park and Recreation Society – annual conferences, mini conferences, WILS, and courses related to the park and recreation industry.
3. International City/County Management Association (ICMA) – leadership courses.
4. Mandatory Courses for Parks Division, Sports, and Aquatics Staff.
5. Numerous courses completed by benefitted staff for computer and business skills, and management development.
6. Internal In-Service Training for all part-time staff. Opportunity to introduce and/or refresh part-timers with current and new policies, procedures, programs, events and Staff.

BUDGET



ISSUES AND CHALLENGES

1. Managed Hiring Process
2. CalPERS Challenge
3. Minimum wage increases and compaction concerns
4. Competitive salaries with neighboring cities
5. Continued and expected high level of service with continued low staffing.
6. Several separations and retirement will, and have caused, loss of historical knowledge. Knowledge sharing and cross training is difficult when everyone's "plate" is full.



EMPLOYEE RECOGNITION & MORALE

1. Daily recognition as residents provide feedback.
2. Host three annual Staff Recognition events.
3. Council and Commission meetings recognizing Staff.
4. Occasional breakfasts or lunches hosted by Exec Team.



Thank you!

