

AGENDA

Meeting of the Personnel and Policy Committee
April 29, 2021 – 3:30 p.m. - Committee Meeting
North Highlands Recreation Center - 6040 Watt Avenue, North Highlands, Ca 95660
Phone: (916) 332-7440
WWW.NHRPD.ORG

1. **CALL MEETING TO ORDER**

2. **COMMENTS AND REPORTS FROM CITIZENS AND ORGANIZATIONS**

Matters under the jurisdiction of the Board of Directors, and not on the posted agenda, may be addressed by the general public at this time. The public may address the Board on each agenda item during the Board's consideration of the item. In order to speak, the speaker must complete and submit a public comment card. The cards are available on a table to the rear of the Boardroom. The card should be handed to the Secretary of the Board. The Chairperson of the Board may use his or her discretion in waiving this policy. The Board of Directors limits testimony on matters not on the agenda to three minutes per person and not more than fifteen minutes for a particular subject. Except for public hearings, comments from the public shall not be received until after completion of Board Discussion and deliberation, and just before final action or completion of the Agenda item. The Board of Directors cannot take action on any unscheduled matter.

3. **NEW BUSINESS**

- A. Revised Job Description: Proposed Revision to the Receptionist/Office Assistant Position
Personnel and Policy Committee to meet with Administrator Mazzuca to discuss the Receptionist/Office Assistant Job Description.

4. **ADJOURNMENT**

5. **DATE, TIME, AND PLACE OF NEXT MEETING**

The next regular meeting of the Board of Directors will be on May 13, 2021 at 6:30 p.m. in the North Highlands Recreation Center, 6040 Watt Avenue, North Highlands.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need a disability - related modification or accommodation to participate in this meeting, and then please contact the North Highlands Recreation and Park District Office at (916)332-7440. Requests must be made as early as possible and at least one-full business day before the start of the meeting.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

Personnel and Policy Committee

TO: Alan Matrè, Committee Chairperson
Max Semenenko, Committee Member

FROM: Larry Mazzuca, Administrator

DATE: April 29, 2021

SUBJECT: Revised Job Description: Proposed Revision to the Receptionist/Office Assistant Position

BACKGROUND

The Receptionist/Office Assistant Position was last revised March 2018. In March 2021, the District issued a layoff notice to the employee who held this position. In April 2021, the District determined that as the District initiated the necessary steps to resume operations to the public, it was in the best interest of District to fill this vacant position. In review of the current job description, staff has determined that an update of the Receptionist/Office Assistant position is necessary.

DISCUSSION

Attached you will find two job descriptions. The job description dated March 2018 represents the current job description for the Receptionist/Office Assistant. The second job description identified as "Proposed" represents the proposed draft job description for this position.

The major changes to the "proposed" job description have been identified. Other minor changes have not been identified.

Job Title: The job title, Receptionist/Office Assistant has been revised to Office Assistant.

Definition: The Draft job description is similar to the current job description, however, the term "and other duties as assigned" has been added. Because this position frequently is required to assist all three divisions (Administration, Recreation and Maintenance), it is nearly impossible to identify all the requirements of the position in the job description. The term "and other duties as assigned" is a general term used in many job descriptions that allows for flexibility in job assignments.

Essential and Marginal Function Statement: Redundancies in job responsibilities have been eliminated. Because this position works supports the recreation division, staff has included assisting staff with program marketing and has also added the term "and other duties as assigned" for the same reasons as previously identified in the section "Definition."

Desirable Qualifications: This term has been eliminated as the job requirements as identified in the current job description "Knowledge of" and "Ability to", are not desirable, but actually a requirement of the position.

Knowledge of: This section has been updated to reflect current requirements of the position.

Ability to: The current job description includes the ability to work effectively with the public and having the ability to type at least 45 words per minute. The former has been addressed in the described in greater detail in the section Essential and Marginal Function Statement. The latter, the staff member's ability to type 45 words a minute, is no longer a requirement and if it was, a special typing test would be required. Other full time district staff generally type their own documents, letters, reports and other written materials. In fact, I'm not sure the District even owns a typewriter. What little typing that is required is likely a function of the candidate's experience and skills in operating a computer and related software programs. Staff will be able to assess candidate's computer and software knowledge as part of the interview process. General knowledge of social media platforms is something that district staff utilize on a daily basis.

Employment Qualifications: Staff has combined the Employment Qualifications and License Requirement sections into one. The recommendation is to eliminate "including public contact" with experience in an office setting. I'm not exactly certain what public contact means, but as we found out with our last hire in this position, having someone who has worked in an office environment is essential. Having someone who is bilingual is important. Frequently we require one or more of our employees who speak a second language to help interpret is necessary. Specifically, this often occurs for facility rentals. We have also included the requirement for a pre-employment physical and proof of automobile insurance and driver's license (a current requirement).

RECOMMENDATION

It is staff's recommendation that the Personnel and Policies Committee approve the changes as presented. This item is scheduled to be included as part of the May 13, 2021 Board of Director's Agenda.

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

Office Assistant

Job Description

Proposed

Definition:

Under direction of the Recreation Superintendent, is responsible for answering telephone, greeting the public, accepting registration, typing, light accounting, and general clerical tasks and other duties as assigned. Will be responsible for preparing payroll and claim forms for payment, and distributing board packets, in the absence of the Office Manager.

Essential and Marginal Function Statement: Essential and other important responsibilities and duties may include, but are not limited to, the following:

- Performs basic clerical tasks, including greeting the public, answering office telephones and providing the public with District information. Takes registration for programs, activities and facility rentals.
- Schedules meetings and sends meeting invitations to attendees.
- In the absence of the Office Manager, will be responsible for preparing payroll and claim forms. Assists with preparing board packets, monthly billing, and expenditure, and revenue reports. Picks up payroll from the County and distributes to employees.
- Schedules building rental appointments, conducts building rental meetings, and finalizes rental contracts for Recreation Superintendent's review.
- Assists recreation division with related responsibilities, including: production and distribution of program marketing materials and off-site program registration.
- Assists recreation division staff with programs, special events and other related tasks as assigned, including scheduling District facilities.
- Perform all other duties as assigned.

Knowledge of:

- Basic computer operations, including experience with Microsoft Office products.
- General office procedures and practices, receptionist duties and appropriate telephone and public greeting etiquette.
- General knowledge of social media platforms.

Ability to:

- Be self-motivated, display a positive "can do" attitude, pay attention to detail and be reliable.
- Correspond professionally in both oral and written capacities.
- Be flexible and display the ability to prioritize new tasks as they are assigned.
- Provide excellent customer service and pay close attention to detail.

Employment Qualifications:

- Graduation from high school with at least one-year experience working in an office setting.
- Display excellent verbal and written communications skills.
- Bilingual preferred, but not a requirement.
- Required to take a pre-employment physical at District expense.
- Must have a valid California Driver's License and show proof of automobile insurance.

DRAFT

NORTH HIGHLANDS RECREATION AND PARK DISTRICT

Receptionist/Office Assistant Job Description

March 2018

Definition:

Under the direction of the Recreation Superintendent, is generally responsible for answering phones, meeting the public, taking registration, typing, light accounting, and general clerical tasks. In the absence of the Office Manager, will be responsible for preparing payroll and claims for payment of the bills, and e-mailing the board packets.

Essential and Marginal Function Statement: Essential and other important responsibilities and duties may include, but are not limited to, the following:

- ❖ Meets the Public.
- ❖ Answers the phone.
- ❖ Provides public information.
- ❖ Takes registration, maintains district program rosters and receipts money for program fees and charges.
- ❖ Prepares nightly deposits and maintains cash receipt ledger.
- ❖ Under the direction of the Office Manager prepare payroll and inputs in the payroll system.
- ❖ Assists the Office Manager, with board packets, monthly billing reports, monthly expenditure reports, and monthly revenue reports, when necessary.
- ❖ Responsible for making copies of District materials.
- ❖ Picks up payroll from the County and distributes to employees. Maintains all related forms.
- ❖ Assists Recreation Superintendent in special projects and tasks.
- ❖ Types District correspondence and forms. Performs other clerical tasks as needed.
- ❖ Maintains and operates office equipment to include duplicator, copier, and computer.
- ❖ Monitors, maintains and orders office supplies as needed.
- ❖ Under supervision of the Recreation Superintendent schedules District facilities and maintains facility use documents.
- ❖ Monitors and maintains all District forms.
- ❖ Schedules building rental appointments, conducts building rental meetings, and finalizes the contracts for the rentals. Other duties may include scheduling security guards for rentals, collecting the renter's insurance, and help develop the renter's setup for their event.
- ❖ Acts as District Courier for the District. Delivers claims to the County, and makes other pick ups and deliveries as needed.
- ❖ Assists the Recreation Division with administration duties to include: program mailings, off-site program registration, typing, assisting with preparation and counting of program flyers, filing, labeling and sorting brochures for mailing, and preparing program registration packets.
- ❖ Types flyers, program brochures and other related material for recreation division.

- ❖ Performs all related duties.

Desirable Qualifications:

Knowledge of:

- ❖ Office procedures and practices, receptionist and telephone.
- ❖ Various office machines, including ten-key.
- ❖ Spelling, grammar and punctuation.
- ❖ Computer experience to include spreadsheet programs and word processing programs necessary.

Ability to:

- ❖ Work effectively with the public.
- ❖ Type at least 45 words per minute.

Employment Qualifications:

Graduation from high school with one year experience, preferably including public contact.

License Required:

Valid California Driver's License.