



Office of the City Manager

INFORMATION CALENDAR

December 12, 2006

To: Honorable Mayor and
Members of the City Council

From:  Philip Kamlarz, City Manager

Submitted by: Marc Seleznow, Director, Parks Recreation and Waterfront

Subject: Audit Update: Limited Tuolumne Camp Staff Review

INTRODUCTION

On March 7, 2006, the Council received a report from the Auditor's Office regarding a limited review of Tuolumne Camp Staff on certain conflicts regarding job classifications. The audit report requested the City Manager to report back by December 2006 regarding the status of each audit recommendation for the Parks, Recreation and Waterfront Department (PRW). This report provides an update on these activities to date.

CURRENT SITUATION AND ITS EFFECTS

Since the summer of 2006, the Parks Recreation & Waterfront (PRW) and Human Resources (HR) Departments have been working together to implement the recommendations of the Auditor's Office to prevent conflicts of interest and to clarify the job classifications of Camp staff. Because these policies and changes in job classifications have not yet been completed, staff will provide Council another update in June 2007.

Finding 1: Concerns With the Work Arrangement for a Recreation Activity Leader

Auditor's recommendation (1.1):

1.1 Do not allow the Recreation Coordinator at Tuolumne Camp to directly or indirectly supervise his wife unless:

- He completes a Near Relative Notification form indicating he supervises his wife, and
- The City Manager gives written approval for the Recreation Coordinator to supervise his wife. This written approval should be kept on file in the HR Department.

City Manager's Response

Will Not Implement: Both staff persons that were the subject of this limited audit left the City's employment prior to the start of the 2006 summer camp season. Therefore, there is no need for the supervisor to complete a Near Relative Notification form nor obtain written approval from the City Manager.

Auditor's recommendation (1.2):

- 1.2 Establish and implement written policies and procedures in PRW that:
- Do not permit a part-time employee to work more hours than documented City policy allows.
 - Do not permit an employee to work from home unless the City implements a work-at-home program, and all criteria for working at home are met.
 - Ensure employees that perform virtually the same duties have the same job title and are paid the same wage.
 - Instruct PRW managers to:
 - Comply with City personnel and payroll policies and procedures, and
 - Work with the HR Department and the City Attorney's Office to resolve personnel and payroll problems that can't be resolved by following existing City policies and procedures.

City Manager's Response:

- Implemented: Since the audit report was completed, PRW has prevented all employees from working more hours than documented City policy allows.
- Implemented: Since the audit report was completed, PRW has prevented all employees from working at home, as per current City policy.
- Partially Implemented: PRW has been working with the HR Department during the Fall of 2006 to develop policies and procedures as recommended by the Auditor regarding part-time employees, job duties and classifications, and compensation, and will complete them prior to the hiring of summer staff in March 2007.
- Partially Implemented: see previous response.

Auditor's Recommendation for HR (1.3):

- 1.3 Develop and make available to City staff written policies and procedures that define the appropriate mechanism for authorizing all part-time PRW employees to temporarily exceed their usual not-to-exceed hours (work up to full-time as needed) for short durations of time, such as the camp season.

City Manager's Response:

Partially Implemented: HR has been working on developing these policies and procedures during the Fall of 2006 and will complete them prior to the hiring of summer staff in March 2007.

Finding 2: Job Classification / Job Description Appears Inappropriate for the Employee That Runs Tuolumne Camp

Auditor's Recommendation for HR (2.1):

- 2.1 Complete a study of the duties and compensation for the Recreation Coordinator position at Tuolumne Camp. Include a comparative study of similar positions in other cities and counties. Based on the results, establish an accurate job classification, job description, and competitive wage for this employee.

City Manager's Response:

Partially Implemented: In the Fall of 2006, the HR Department commenced with a study of the duties and compensation for the Recreation Coordinator position at Tuolumne Camp and will complete this work prior to the hiring of summer staff in March 2007.

Finding 3: Job Descriptions for Seasonal Camp Positions Are Not Available or Are Outdated

Auditor's recommendation for PRW and HR (3.1):

- 3.1 Create or update job descriptions for all seasonal camp positions, and post them on the appropriate City website.

City Manager's Response:

Partially Implemented: During the Fall of 2006, PRW and HR have been working together to create and update descriptions for all seasonal camp positions. This will be completed and posted on the City's website prior to the hiring of summer staff in March 2007.

BACKGROUND

In 2005, the City Auditor's Office initiated a limited scope performance review in the Parks Recreation & Waterfront Department. The objective was to determine if the work arrangement for two City employees in the City's Tuolumne Family Camp program was appropriate. Audit work concluded when management acknowledged concerns identified during the review.

POSSIBLE FUTURE ACTION

The Council will receive another update on the status of the Auditor's recommendations in June 2007.

FISCAL IMPACTS OF POSSIBLE FUTURE ACTION

None.

CONTACT PERSON

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