



## Staff Reports

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**File #:** 35-2020, **Version:** 1

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**To:** Honorable Mayor and Members of City Council

**From:** Jennifer Brizel, Human Resources Director

**Prepared By:** Gabrielle Peterson, Management Analyst I

**TITLE:**

Classification Specification and Salary Range for Park Ranger I/II and Senior Park Ranger

**RECOMMENDED ACTION:**

Adopt a resolution Amending the City Classification Plan by Adopting the Classification Specification and Salary Range for Park Ranger I/II and Senior Park Ranger; and authorizing the Assistant City Manager to execute Amendment No. 1 to the Memorandum of Understanding with NCEA-SEIU, Local 1021.

**DISCUSSION:**

The Parks and Recreation Services Department requested Human Resources conduct a study to review the Park Ranger Program within the Parks Division and research the staffing need as the program has grown since its inception.

The Park Ranger program was implemented as a pilot program as a part of last budget cycle to provide a method for Parks and Recreation Services to educate the public, promote recreational opportunities, protect and preserve parkland and its facilities and provide safe and fun park experiences to citizens. During this pilot year, part-time Park Rangers have assisted in enforcement efforts by being first line contacts to law enforcement on City parkland and trails. They patrol these areas by foot, bicycle or vehicle and have assisted visitor in the use of park areas to ensure safety, education, program endorsement, and enforcement. They have maintained strong working relationships with other City Departments including Police and Fire. Park Rangers have also built and supported successful programs including "Reading with the Ranger," volunteer days, and community events.

There are currently five current part-time Park Rangers that support the performance of the duties of the program every day of the year. However, as a result of part-time employment limitations, the Parks and Recreation Services Department currently faces time restraints which has reduced shifts at certain intervals throughout the year. It is also imperative that Park Rangers receive training and education for their role, which comes at costs to the individuals and the department. City staff reviewed the time, commitment, and education needed for the position and recommend a full-time allocation and the creation of two classification specifications to plan for future departmental needs.

Staff recommends the attached proposed classification specification for Park Ranger I/II at Salary Ranges 4090, Top Step \$63,074 and 4140, Top Step \$68,011 to align with the external market

comparisons for the Park Ranger as well as a functional alignment with the Community Service Officer I/II classification as an appropriate, internal equity comparison. Staff also recommends the classification for Senior Park Ranger with new Salary Range, Top Step \$74,812 to be placed 10% above the Park Ranger II and ensure growth opportunities for incumbents in the series.

Staff also recommends that the City Council approve Amendment No. 1 to the Memorandum of Understanding ("MOU") with NCEA-SEIU, Local 1021, which is the recognized employee organization representing employees who are hired to the park ranger classifications. The proposed Amendment No. 1 will provide a uniform allowance to the park ranger classifications.

**FINANCIAL IMPACTS:**

No additional funding is required beyond that already allocated and approved in the City budget.

**CEQA:**

The Human Resources Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060(c).

**DOCUMENTS ATTACHED:**

ATCH 1 - Resolution

EX A - Proposed Classification Specification for Park Ranger I/II

EX B - Proposed Classification Specification for Senior Park Ranger

EX C - Amendment No. 1 to Agreement C2019-325 Between the City of Napa and the Napa City Employees' Association

**NOTIFICATION:**

Department and Bargaining Group