



"...meeting community needs...enhancing quality of life."

**PARKS, RECREATION & FACILITIES
MANAGEMENT**

Dean R. Gazza, Director

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To: Human Resources Committee
From: Dean R. Gazza, Director of Parks, Recreation and Facilities Management
Date: September 14, 2022
Re: Action: Reclassify Facilities Support Specialist to Assistant Facilities Manager
and Administrative Assistant to Marketing and Community Engagement
Coordinator - .5 FTE

The Parks, Recreation and Facilities Management Department continues to adjust to the needs of the community resulting in reorganization of responsibilities. The department has always been lean and knowing that resources are not available to add staff, we continue to be flexible and efficient in utilizing and growing the talent within our current staff.

We had identified that two positions within our department that experienced significant changes in the job description, thus triggering a request to reevaluate and reclassify these positions to accurately reflect the work being performed. Upon doing this new job descriptions were completed. At this time the Human Resources Department was transitioning to a new compensation consultant, thus was put on hold until the new consultant could complete a new compensation study and become familiar with our organizations and positions. The employees in these positions have been performing with new responsibilities for as much as two years.

Below is a brief explanation of the major changes in positions and justification to reclassify these positions.

Facilities Support Specialist to Assistant Facilities Manager

As a result of the excessive workload of the Facilities Manager and need for both someone to assist and back-up this position. During the last year, the current Facilities Support Specialist has assumed back-up responsibilities and has taken on increased responsibility for the oversight of various facilities projects, service contract management and supervision of staff. The demands in Facilities Management are high as the department serves facilities and departments

operating 365 days a week, 24 hours a day. When the Facilities Manager is not available it is imperative a back-up is available. In addition, having a second person available to take after hours calls is needed. The previous Facilities Manager left the position citing the excessive demands of the position and it is necessary to ensure the current Facilities Manager does not do the same.

The increase would be an annual increase of \$7,500 annually. The funding would be paid from department vacant salary dollars in 2022.

Administrative Assistant to Marketing and Community Engagement Coordinator - .5 FTE

A new role has developed in the Park & Recreation Departments as social media became popular. In addition, interaction with the community and the evolution of partnerships have grown as resources have become limited requiring departments to adapt.

The new responsibilities have shifted from performing general administrative responsibilities to requiring marketing, social media management, web site management, community engagement, partnerships, etc. Over the last two years, this position has evolved to promote the department's image and visibility by raising the level of public awareness of parks, recreation, and golf course operations, services, and accomplishments. The position coordinates the development of comprehensive strategies and approaches for marketing services and facilities, public/private partnerships, sponsorships, and other revenue enhancing programs. Lastly, the position assesses the department's marketing and communications campaigns and projects that reach residents and other targeted audiences. This position performs the marketing and social media management for both Parks & Recreation, but also Reid Golf Course.

The increase would be an annual increase of \$7,405 annually. The funding would be paid from department vacant salary dollars in 2022.

Please feel free to contact me with any questions at 832-5572 or dean.gazza@appleton.org.