

Memorandum

To: Sandy Behnke, Director Human Resources
Dean Gazza, Director of Parks, Recreation and Facilities Management

From: Niki Wendt, Recreation Manager

Date: 06/02/2014

Re: Request to reclassify positions in the seasonal pay schedule

The Recreation Division staff recently spent time reviewing the seasonal pay schedule and the rates as they relate to various positions within our department. Over the past three years we have seen a decline in the number of qualified individuals applying for some seasonal positions in the Recreation Division. In researching the possible cause of this and in reviewing the pay schedule, there seemed to be inconsistency in the qualifications of the positions and the rate they were paid. The staff went through an exercise to outline the qualifications for the main position categories which was a two-step process. The first part of the process was to clearly define the positions to provide consistency amongst our Supervisors who are hiring these individuals. The second piece was to research and analyze data collected from local municipalities and see where we fell in relation to our current pay rates.

A spreadsheet was put together showing where Appleton ranked with our seasonal pay rates. It was apparent we are lower than most local municipalities. We are therefore requesting the positions listed below be moved up one grade to fall more in line with the industry standard for those positions. The positions include:

Position Title	Current Grade/Rate	Proposed Grade/Rate
Facility Manager I	Grade 6/\$9.05-\$9.88	Grade 7/\$9.66-\$10.49
Program/Activity Leader III	Grade 5/\$8.48-\$9.30	Grade 6/\$9.05-\$9.88
Lifeguard III	Grade 5/\$8.48-\$9.30	Grade 6/\$9.05-\$9.88
Program/Activity Leader II	Grade 4/\$7.95-\$8.77	Grade 5/\$8.48-\$9.30
Lifeguard II	Grade 4/\$7.95-\$8.77	Grade 5/\$8.48-\$9.30

I feel this change is imperative for us in order to remain competitive in the caliber of candidates we are attracting to work in our department. By making these changes we are also providing more consistency within the positions and their qualifications. Considerable time and staff engagement was placed in this recommendation. Please feel free to contact me at 832-3925 or by email at niki.wendt@appleton.org with any questions or comments.