



Memorandum

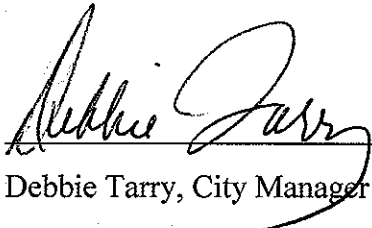
DATE: February 11, 2016
TO: Debbie Tarry
FROM: Paula Itaoka
RE: Addition to the 2016 Extra Help Pay Table
CC: John Norris

Parks, Recreation and Cultural Services Department has determined they need an additional Extra Help Swim Instructor classification to redistribute existing Lifeguard duties. The Lifeguards are required to possess certifications and are placed at the higher pay rate. The Swim Instructors do not need certification and will be easier to recruit.

Council has granted the City Manager authority to add positions to the extra help pay table and this is a request to add Swim Instructor to the 2016 table in Range B.

For your reference, I have attached the 2016 Extra Help pay table and the Swim Instructor job description.

If you approve of this change, please sign and return this memo.


Debbie Tarry, City Manager