



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

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DAVID E. JANSSEN
Chief Administrative Officer

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December 6, 2006

To: Supervisor Zev Yaroslavsky, Chairman
Supervisor Gloria Molina
Supervisor Yvonne B. Burke
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: David E. Janssen
Chief Administrative Officer

DEPARTMENT OF PARKS AND RECREATION MAPP APPOINTMENT REQUEST

Consistent with the August 4, 1998 Board-approved policy on managerial salaries, we have reviewed and recommend Board approval of the attached Department of Parks and Recreation request (Attachment I) to appoint Mr. Joe R. Mendoza to the position of Assistant Director, Parks and Recreation (UC) at an annual salary of \$124,488 (\$10,374 per month), which is in the third quartile of the R13 Salary Structure. Mr. Mendoza will fill the vacant funded Assistant Director, Parks and Recreation (UC) position in the South Community Services Agency and direct the daily operations of that Agency.

The requested salary will result in a base salary increase of 10.0 percent above Mr. Mendoza's current annual salary of \$113,172 (\$9,431 per month); Mr. Mendoza is currently employed by the City of Cerritos and serves as the Recreation Services Superintendent. The requested salary will exceed the salaries of all three existing Assistant Directors, Parks and Recreation (UC); will be 2.1 percent greater than the highest paid Assistant Director, Parks and Recreation (UC); and will be 6.1 percent less than the Chief Deputy, Parks and Recreation (UC). Mr. Mendoza possesses 30 years of parks and recreation experience with the City of Cerritos (which lies within the South Community Services Agency), which justifies the department's requested salary (Attachment II).

Each Supervisor
December 6, 2006
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It should be noted that although the department has determined the proposed salary and 10.0 percent pay increase is supported, our analysis found that the requested salary exceeds the salaries of managers at the same level of responsibility within the department and results in salary compression with the higher-level Chief Deputy Director, Parks and Recreation. As such, although we are approving the request based on Mr. Medoza's extensive experience, the approved salary should not be used as a basis of justification to support higher salaries for future appointments or salary increases for existing employees.

As previously stated, Mr. Mendoza has over 30 years of parks and recreation experience with the City of Cerritos. For the last eight years, Mr. Mendoza has served as the Recreation Services Superintendent with the City of Cerritos. In this capacity, Mr. Mendoza is responsible for a \$5.4 million operating budget and a \$5.0 million parks capital projects budget. He also directs 140.0 full and part-time employees at 20 parks and other facilities, such as a skate park, golf course, sports complex, and swim and fitness center. Other responsibilities include facilities project management, grant administration, oversight of citywide special events, and administering contracts with the Los Angeles County, local cities, and various district agencies for a variety of services (Attachment III).

Based on this information, we recommend that the Department's request be approved. Unless otherwise instructed by December 20, 2006, we will authorize Parks and Recreation to proceed with this appointment.

Please contact me if you have any questions or need additional information.

DEJ:DL
RG:AB:yf

Attachments (3)

c: Executive Officer, Board of Supervisors
County Counsel



COUNTY OF LOS ANGELES

DEPARTMENT OF PARKS AND RECREATION

"Creating Community Through People, Parks and Programs"

Russ Guiney, Director

November 16, 2006

TO: Sharon R. Harper
Assistant Administrative Officer
Chief Administrative Office

ATTN: Debbie Lizzari

FROM: Russ Guiney 
Director

SUBJECT: **HIRING FREEZE EXEMPTION
ASSISTANT DIRECTOR, PARKS AND RECREATION, UC (R13)
JOE R. MENDOZA**

In accordance with Section 6.08.340(B) of the County Code, we are requesting CAO approval to appoint and place Mr. Joe Mendoza in the third quartile of the salary range for Assistant Director, Parks and Recreation at a rate of \$10,374 per month (\$124,488 per year), effective upon Board approval. Mr. Mendoza will fill the vacancy in our South County Community Services Agency. Mr. Mendoza possesses knowledge and experience that makes him highly qualified to direct the activities of that Agency.

As part of an ongoing recruitment effort to fill this position, which has been vacant since July 7, 2005, several top candidates were interviewed and it was determined that Mr. Mendoza was the most highly qualified. He has over 30 years of parks and recreation experience with the City of Cerritos, which is in the Fourth Supervisorial District. For the last eight years he has been the Recreation Services Superintendent for the City of Cerritos. In this position, he is responsible for an operating budget of \$5.4 million and a \$5 million capital projects budget. He also directs 140 full and part-time employees at 20 parks and other facilities, such as a skate park, golf course, sports complex, and a swim and fitness center. Other responsibilities include, facilities project management, grant administration, overseeing Citywide special events, and administering contacts with the County, local cities, and schools for a variety of services.

Mr. Mendoza has demonstrated a strong commitment to the community and the recreation profession through his involvement in a variety of recreation and social services organizations. He currently is on the Board of the local Association of Retarded Citizens. He also served in several leadership roles with local recreation organizations, and is a member of State and Federal parks and recreation associations.

Sharon R. Harper
November 16, 2006
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Attached are copies of Mr. Mendoza's resume, 2005 W-2, last pay stub from the City of Cerritos, a summary of his current benefit package, which is comparable to the County's, and a list of current MAPP Participants in our Department and their respective salaries.

We realize that the salary requested for Mr. Mendoza will place him slightly above the highest paid Assistant Director in our Department after the anticipated October 1, 2006 4% general movement for non-represented classes (we are anticipating his appointment will be effective AFTER the Board approves the non-rep general movement); however, the requested salary is only 10% above his current rate of pay. Additionally, we strongly believe that Mr. Mendoza's extensive recreation management experience with a major city within our South County Agency and his involvement in community and recreation organizations support Mr. Mendoza's appointment at the salary requested.

Please call me at (213) 738-2951, or your staff may call Sabra White, Acting Administrative Deputy, of my staff at (213) 738-3015, if you need additional information or have any questions regarding this matter.

RG:JW:SW:jy

c: Sabra White, Parks and Recreation
Anthony Baker, Chief Administrative Office ✓

Attachments (5)

November 22, 2006

To: Anthony Baker
Budget and Operations Management Bureau

From: Chad Vasconcellos
Compensation Policy

REQUEST FOR MAPP SALARY PLACEMENT – PARKS AND RECREATION – ASSISTANT DIRECTOR, PARKS AND RECREATION (UC) (8767) – JOE R. MENDOZA

This memo is in response to Parks and Recreation's request for a MAPP salary placement for Joe R. Mendoza for the position of Assistant Director, Parks and Recreation. Specifically, the department's request is for salary placement to \$10,374 per month (\$124,488 per year) of MAPP Range 13. My analysis of the request and the information provided is, as follows:

ANALYSIS

Parks and Recreation is requesting to hire Mr. Mendoza to the position of Assistant Director, Parks and Recreation and to provide him with a 10 percent pay increase. Mr. Mendoza is currently a Recreation Services Superintendent with the City of Cerritos. His current purported salary is \$9,431 per month (\$113,172 per year).

The department is recommending a 10% pay increase for Mr. Mendoza, which will establish a monthly salary on Range 13 of \$10,374 per month (\$124,488 per year). Based on the MAPP Salary Structure, effective October 1, 2006, the proposed salary falls into the 3rd Quartile of Range 13, which is above the Control Point.

**Range 13
(Effective October 1, 2006)**

1 st Quartile	2 nd Quartile	Control Point	3 rd Quartile	4 th Quartile
\$98,151 - \$110,415	\$110,416 - \$122,688	\$122,688	\$122,689 - \$134,958	\$134,959 - \$147,226

BOARD POLICY

It should be NOTED that the Board Approved Policy on Management Appointments requires Board approval for all new hire appointments from outside County service over \$118,000 per year, effective October 1, 2006. Although the proposed salary does not fall within the 4th Quartile, the proposed salary is over \$118,000 per year. As such, Board approval is required.

MAPP provisions for new hire appointments from outside the County recommend considering comparable information and salary levels of all equivalent or peer internal positions when establishing a recommended salary. The recommended salary should reflect equity to other managers at the same level of responsibility within the

department, their length of service and relative performance. As a general guideline, newly hired employees should be brought in below the Control Point of the salary range, at a salary level that does not exceed the salaries of existing employees with similar levels of experience and performance expectations.

Following are the three (3) incumbent Assistant Directors, Parks and Recreation and the one (1) incumbent Chief Deputy Director, Parks and Recreation, respectively, within the department and their current compensation levels:

Assistant Director, Parks and Recreation (8767)

Employee Number	Employee Name	Annual Salary	Salary Adjustment (4%)*	Quartile of Range 13*
033940	Frank Gonzales	\$94,375.80	\$98,151	1 st Quartile
227889	Kathleen Ritner	\$94,375.80	\$98,151	1 st Quartile
410172	Karalyn Wallensak	\$117,255.96	\$121,946	2 nd Quartile

*October 1, 2006 general salary adjustment (4%).

Chief Deputy Director, Parks and Recreation (8769)

Employee Number	Employee Name	Annual Salary	Salary Adjustment (4%)*	Quartile of Range 15*
143904	John Wicker	\$127,056	\$132,138	2 nd Quartile

*October 1, 2006 general salary adjustment (4%).

In analyzing the department's recommended salary for Mr. Mendoza it appears that a 10% pay increase, which exceeds the salaries of all three (3) existing Assistant Directors, Parks and Recreation, would not be equitable. In addition, the proposed salary would result in salary compression with the existing Chief Deputy Director, Parks and Recreation incumbent, a position with a significantly higher level and scope of responsibility (6.1% differential with salary adjustment effective October 1, 2006).

FINAL RECOMMENDATION

In reviewing the Department of Parks and Recreation's request to appoint Mr. Mendoza to the position of Assistant Director, Parks and Recreation and MAPP salary placement to \$124,488 per year, we are recommending approval of the requested 10% pay increase. However, it should be noted although the department has determined that the proposed salary and 10 percent pay increase is supported, our analysis found that the requested salary exceeds the salaries of managers at the same level of responsibility within the department and results in salary compression with the higher-level Chief Deputy Director, Parks and Recreation. As such, although we are approving the request, the approved salary should not be used as a basis of justification to support higher salaries for future appointments or salary increases for existing employees.

If you have any questions or I can provide additional information or analysis, please let me know. Thank you.

Joe R. Mendoza
4588 Chelsea Court, Cypress, CA 90630

Residence: (714) 828-0281
Cell: (562) 243-2132

SUMMARY

More than thirty years experience in progressively responsible positions in the field of recreation services. I am a hands-on manager, capable of developing and administering programs that meet the diverse needs of a community. Extensive experience in staff training and development, working with elected and appointed officials, interacting with public and private agencies, and in all aspects of recreation administration. Major strengths include:

- | | | |
|------------------------|---------------------------|-------------------|
| ➤ Staff Development | ➤ Team Building | ➤ Leadership |
| ➤ Supervision | ➤ Organization | ➤ Team Player |
| ➤ Facility Development | ➤ Contract Administration | ➤ Revenue Control |

EXPERIENCE

SEPTEMBER 1998 – PRESENT, CITY OF CERRITOS RECREATION SERVICES SUPERINTENDENT

Compensation per month: \$9431 salary, \$300 car allowance, \$50 phone allowance, \$70 carpool incentive, \$372 insurance rebate = total monthly compensation of \$10,223

- Acts in the absence of the Director of Community and Safety Services.
- Prepares and presents agenda reports to the City Council.
- Oversee annual budget of \$5.4 million and administer annual capital project budget of an average of \$5 million.
- Oversee and supervise staff of Recreation Services Division which includes 14 full-time and 125 part-time staff, as well as, 300 volunteers (see attached organizational chart).
- Oversee 20 parks, 2 community gymnasiums, skate park, Iron-Wood Nine Golf Course, sports complex, and the Cerritos Olympic Swim & Fitness Center.
- Administer contracts with ABC Unified School District, Los Angeles County Parks and Recreation, Major League Softball, concession agreements, Artesia Cemetery District, Southern California Edison (right-of-ways).
- Responsible for evaluating Recreation Services policies and procedures and making recommendations as to their effectiveness.
- Research and evaluate possible capital project ideas for feasibility.
- Research and apply for grants; administer grant funding appropriately.
- Act as liaison to community organizations and sports groups.
- Extensive involvement with Parks and Recreation Commission and Let Freedom Ring Committee including agenda and meeting preparation.
- Oversee variety of City-wide special events including the City's participation in the Tournament of Roses Parade, July 4 "Let Freedom Ring" Celebration, Spring Festival, Halloween Festival, Festival of Friendship, City's anniversary parades, and other special activities and events.
- Project Manager in design and construction of recreation facilities.
- Collaborate with Parks Division and Maintenance Division to establish goals for park and facility maintenance, renovation, and development.
- Prepare and present staff reports for the Parks and Recreation Commission and City Council.
- City liaison to Rivers and Mountains Conservancy.

**MARCH 1981 – SEPTEMBER 1998, CITY OF CERRITOS
LEISURE SERVICES SUPERVISOR**

**1977 – 1981, CITY OF CERRITOS
RECREATION COORDINATOR**

**1975-1977, CITY OF CERRITOS
SENIOR RECREATION LEADER**

EDUCATION

University of Redlands, Bachelor of Science
Cerritos Community College, Associates of Arts

PROFESSIONAL AFFILIATIONS

Association of Retarded Citizens (ARC) – Board of Directors, 2004-Present
Special Olympics – Track & Field Chairperson, 2003, 2004
Southern California Municipal Athletic Federation (SCMAF) – Training Chairperson, 1998; President,
1994, President-Elect, 1993; Vice President, 1992
Southeast Municipal Athletic Association (SEMAA) – President, 1989; Director 1990
California Parks and Recreation Society – Member
National Recreation and Parks Association – Member

REFERENCES

Gregory Berg

Director of Community and Safety Services
City of Cerritos
P.O. Box 3130
Cerritos, CA 90703
(562) 916-1245

Joan Biegel

Director of Recreation and Community Services
City of Lakewood
5050 Clark Avenue
Lakewood, CA 90714
(562) 866-9771

Art Gallucci

City Manager
City of Cerritos
P.O. Box 3130
Cerritos, CA 90703
(562) 916-1301