

# CITY OF OAKLAND

## AGENDA REPORT

2008 MAR 13 PM 7:02

**To:** Office of the City/Agency Administrator  
**Attn:** Deborah A. Edgerly  
**From:** Office of Parks and Recreation  
**Date:** March 18, 2008

**Re:** Supplemental Report Regarding Equal Access Implementation

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### SUMMARY

At the March 11, 2008 meeting of the Finance & Management Committee, committee members requested that Office of Parks and Recreation (OPR) staff provide supplemental information regarding the City's Equal Access Ordinance implementation. Staff were asked to provide data regarding the number of summer staff positions for which it is recruiting, the department's goals for implementing the Equal Access Ordinance in its hiring process, and the specific locations where bilingual skills are needed. The Committee also asked staff to confirm that the information on the City's website includes bilingual recruitment information. This report provides the requested information.

### FISCAL IMPACT

This report is informational only and therefore has no fiscal impact.

### BACKGROUND

At the March 11, 2008 meeting of the Finance & Management Committee, committee members requested that Office of Parks and Recreation (OPR) staff provide supplemental information regarding the City's Equal Access Ordinance implementation. Staff were asked to provide data regarding the number of summer staff positions for which it is recruiting, the department's goals for implementing the Equal Access Ordinance in its hiring process, and the specific locations where bilingual skills are needed. The Committee also asked staff to confirm that the information on the City's website includes bilingual recruitment information.

### KEY ISSUES AND IMPACTS

#### **Bilingual Recruitment Information on the City's Website:**

Staff confirmed that the OPR job announcements on the City's website all clearly state that bilingual skills are highly desirable. Applications for the various positions also require a supplemental questionnaire on which potential candidates indicate their language proficiency in the most highly needed languages: Spanish, Chinese, and Vietnamese. Staff have also added a link to a translated version of OPR recruitment flyers on the City's and OPR's website.

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**OPR Summer Staffing:**

OPR has conducted extensive outreach to encourage applications from bilingual Chinese and Spanish speakers, and will prioritize staffing assignments based on community needs. OPR identifies community language needs using GIS mapping provided by the City's IT division, and through its managers' requests for staff with particular language skills. The GIS data provides the baseline and staff requests are then added.

Based on this analysis, OPR has the goal of placing bilingual staff at the following recreation sites this summer:

<u>Spanish</u>	<u>Chinese</u>	<u>Vietnamese</u>
Arroyo Viejo	Allendale	Dimond
Bushrod	Brookdale	Lincoln Square
Golden Gate	Davie Tennis	San Antonio
Ira Jenkins	FM Smith	
RRR/Campbell Village	Malonga	
Malonga	Manzanita	
Mosswood	Mosswood	
Rainbow		
Tassafaronga		

The precise staffing pattern in terms of how many bilingual employees will be assigned to which sites will depend on the site's hours of operation, the existence (or lack) of bilingual staff already at those sites, and other department needs.

**Current Part Time Vacancies Citywide:**

Part-time staffing hours vary by site and by season, but as a general rule, part-time staff work a full 30 to 40-hour workweek during the summer and 12-20 hours per week during other seasons. The number of people employed by OPR drops by more than half at the end of the summer.

<b>Position Title</b>	<b>Number of Positions</b>	<b>2<sup>nd</sup> Language Skills (recruitment goals)</b>
Rec Aide	84	9 Spanish, 5 Chinese (Cantonese preferred)
Rec Leader I or II	100	14 Spanish, 12 Cantonese, 4 Mandarin, 4 Vietnamese
Recreation Specialist I or II	29	6 Spanish, 3 Chinese (Cantonese preferred)
Recreation Attendant I or II	10	3 Spanish, 1 Chinese (Cantonese preferred)
Lifeguard	25	4 Spanish, 1 Chinese (Cantonese preferred)
Pool Manager	2	1 Spanish
Water Safety Instructor	8	3 Spanish, 2 Chinese (Cantonese preferred)
<b>TOTAL</b>	<b>258</b>	

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## **SUSTAINABLE OPPORTUNITIES**

The subject of this report has no economic or environmental impacts. The recruitment practices of the Office of Parks and Recreation serve to provide social equity in the form of equal access to City services by providing staff with bilingual skills appropriate to the areas the department serves.

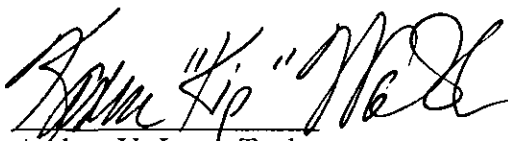
## **DISABILITY AND SENIOR CITIZEN ACCESS**

The subject of this report has no impact on accessibility for disabled or senior patrons.

## **RECOMMENDATION AND ACTION REQUESTED**

Staff recommends and requests that City Council accept this supplemental and informational report regarding Equal Access Ordinance implementation and the Office of Parks and Recreation summer hiring data.

Respectfully submitted,

  
For Andree V. Jones-Taylor  
Director, Office of Parks and Recreation

Prepared by: Kip Walsh  
Assistant to the Director  
Office of Parks and Recreation

APPROVED AND FORWARDED TO THE  
CITY COUNCIL:

  
Office of the City/Agency Administrator

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