BOARD OF DIRECTORS PERSONNEL COMMITTEE MEETING AGENDA
Kelly Gregg *President*
James Roberts III *Vice President*
Jose Gonzalez *Director*
Shawna Irish *Director*
Roman Aguilar III *Director*

Kyle Woolley *General Manager*

HESPERIA RECREATION AND PARK DISTRICT
BOARD OF DIRECTORS
PERSONNEL COMMITTEE MEETING
Monday, February 12, 2024 - 11:00 a.m.
Lime Street Park Community Center
16292 Lime Street, Hesperia, CA 92345

AGENDA

CALL TO ORDER
A.   Attendance

FLAG SALUTE

MESSAGE TO THE PUBLIC/PUBLIC COMMENT
Welcome to this Board of Directors' Personnel Committee Meeting. The Committee encourages public participation. If you desire to address the Committee on any District-related matter within the jurisdiction of the Committee or item on the Agenda, please fill out one of the speaker forms in the back of the meeting room and turn it in to the General Manager. When called upon, please come forward, and state your name (if you wish) and address before addressing the Committee. Please limit your comments to five minutes per speaker.

Please note that if you address the Committee on items not on the Agenda, the Brown Act does not allow discussion of such items. Therefore, the Committee may only do the following: refer the matter to staff, ask for additional information, request a report back, or give a very limited factual response.
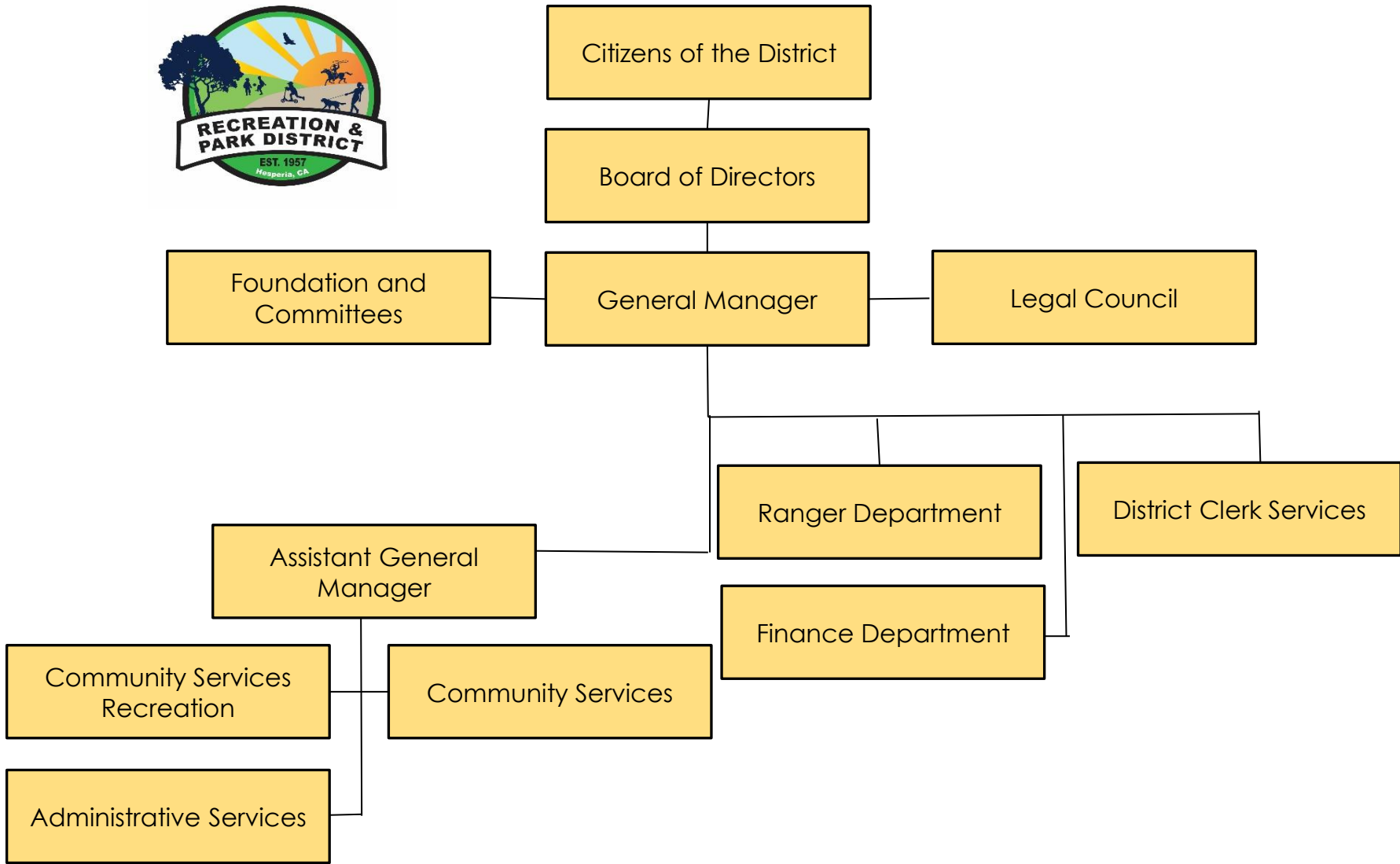
DISCUSSION ITEMS
B.   Reorganization of Charts and Positions

C.   Event Coordinator Position

D.   Event Specialist Position

E.   Job Descriptions and Qualifications for Event Positions

F.   Possible Addition of Additional Park Ranger Position

G.   Possible Addition of Additional Maintenance Supervisor Position(s)
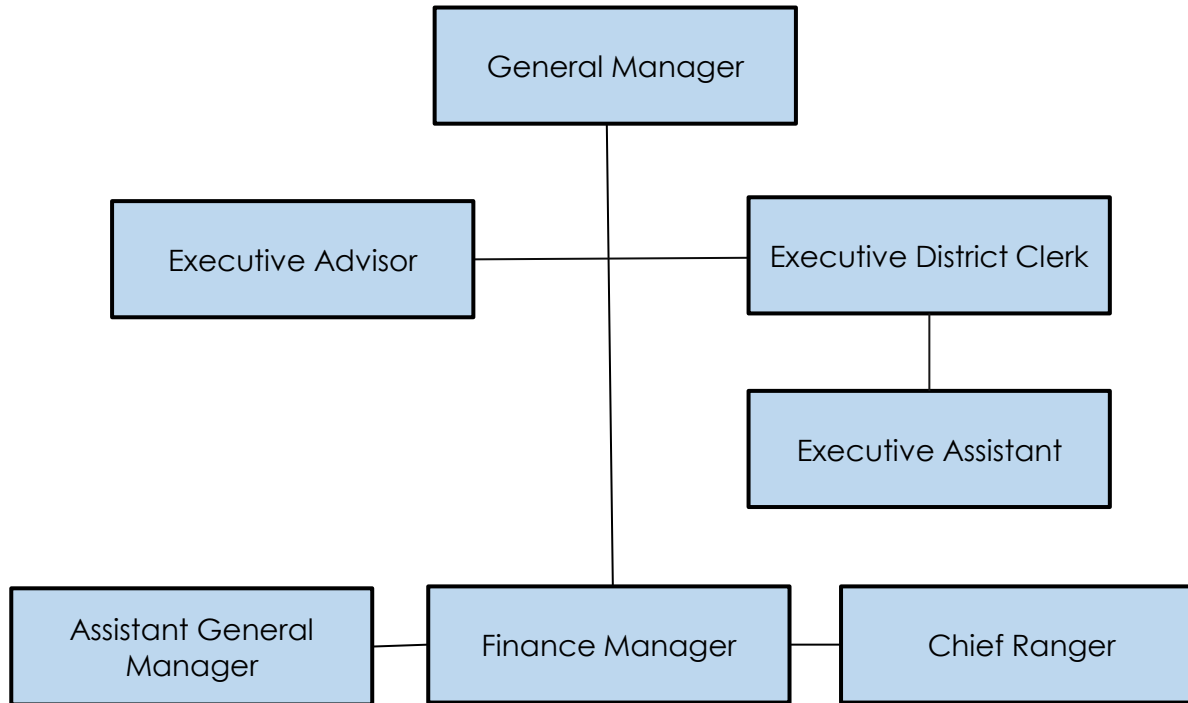
H.   Time Management System

ADJOURNMENT

It is the intent of the Hesperia Recreation and Park District to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you will need special assistance beyond what is normally provided, the Hesperia Recreation and Park District will attempt to accommodate you in every reasonable manner. Please contact the District Office at (760) 244-5488, at least 48 hours prior to the meeting to inform us of your particular needs and to determine if accommodation is feasible. Please advise us at that time if you will need accommodations to attend or participate in meetings on a regular basis.

District Wide Organizational

Citizens of the District

Board of Directors

Foundation and Committees

General Manager

Legal Council

Ranger Department

District Clerk Services

Assistant General Manager

Finance Department

Community Services Recreation

Community Services

Administrative Services

RECREATION & PARK DISTRICT
EST. 1957
Hesperia, CA

General Manager Overview

General Manager

Executive Advisor

Executive District Clerk

Executive Assistant

Assistant General Manager

Finance Manager

Chief Ranger

Finance Department

General Manager

Finance Manager

Accountant

Accountant

Account Technician

Account Technician

Ranger Department

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                    │   General Manager    │
                    └──────────┬──────────┘
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                    ┌─────────────────────┐
                    │    Chief Ranger      │
                    └──────────┬──────────┘
                               │
┌──────────────────┐  ┌─────────────────────┐  ┌──────────────────┐
│ Ranger Volunteer │──│     Ranger F/T      │──│    Ranger P/T    │
└──────────────────┘  └─────────────────────┘  └──────────────────┘
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Assistant General Manager

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                    │  Assistant General     │
                    │     Manager            │
                    └───────────┬────────────┘
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                                ├──────│ Executive Assistant- AGM│
                                │      └────────────────────────┘
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  ┌──────────────────┐   ┌──────┴───────────┐   ┌────────────────────────┐
  │ Community Services│───│ Community Services│───│ Administrative Services │
  │                   │   │   Recreation      │   │                        │
  └──────────────────┘   └──────────────────┘   └────────────────────────┘
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Community Services

Assistant General Manager

Contract Property Management

Contract Landscape Maintenance

Facilities Supervisor

Community Services Assistant III - Building

Community Services Assistant III - Parks

Community Services Assistant II- Building

Community Services Assistant II - Parks

Community Services Assistant I - Building

Community Services Assistant I - Parks

Administrative Services

Assistant General Manager

Administrative Services Manager

Contract Human Resources — Administrative Assistant — Contract Information Technology

Recreation Department

Assistant General Manager

Recreation Manager

Administrative Assistant

Community Outreach Coordinator

Recreation Program Coordinator

Recreation Activities Coordinator

Recreation Leader

Recreation Leader

Recreation Leader

Position Summary: Event Coordinator

The Event Coordinator for the Hesperia Recreation and Park District plays a pivotal role in orchestrating and executing diverse events, programs, and activities within the community. This position demands creativity, organization, and exceptional interpersonal skills to ensure the success and seamless operation of various events hosted by the district.

Key Responsibilities:

1. Event Planning and Execution: Coordinate all aspects of events from conceptualization to completion. This includes venue selection, logistics, scheduling, vendor management, and budget oversight.

2. Program Development: Collaborate with internal teams to develop innovative and engaging event concepts that cater to the interests and needs of the community. Continuously seek opportunities to enhance the quality and variety of programs offered.

3. Community Engagement: Act as a liaison between the district and the community, fostering positive relationships and soliciting feedback to inform future event planning efforts.

4. Marketing and Promotion: Develop comprehensive marketing strategies to promote events and programs effectively. Utilize various channels such as social media, email campaigns, and traditional advertising to maximize outreach and attendance.

5. Resource Management: Manage resources efficiently, including staff, volunteers, equipment, and materials, to ensure the smooth execution of events while adhering to budgetary constraints.

6. Evaluation and Improvement: Conduct post-event evaluations to assess the success of each program and identify areas for improvement. Implement changes and adjustments based on feedback and performance metrics.

7. Compliance and Safety: Ensure that all events and activities comply with relevant regulations, permits, and safety protocols. Implement measures to mitigate risks and maintain a safe environment for participants and staff.

Qualifications:

- Bachelor's degree in Event Management, Hospitality, Marketing, or related field preferred.
- Proven experience in event planning and coordination, preferably in a community or recreational setting.
- Strong organizational skills with the ability to manage multiple projects simultaneously and meet deadlines.
- Excellent communication and interpersonal skills, with a customer-focused approach.

- Proficiency in project management software, Microsoft Office suite, and social media platforms.
- Knowledge of relevant regulations and safety standards pertaining to event management.
- Flexibility to work evenings, weekends, and holidays as required by event schedules.

The Event Coordinator role offers an exciting opportunity to contribute to the vibrancy and enrichment of the Hesperia community through engaging and memorable events and programs. The successful candidate will demonstrate enthusiasm, creativity, and a commitment to fostering community connections through recreational experiences.

Position Summary: Event Specialist

The Event Specialist at the Hesperia Recreation and Park District is a dynamic role designed to support the Event Coordinator in the planning, execution, and coordination of various community events and programs. This position requires a proactive and detail-oriented individual who thrives in a fast-paced environment and is passionate about delivering exceptional experiences to the community.

Key Responsibilities:

1. Event Logistics: Assist in the logistical planning and coordination of events, including venue setup, equipment rentals, transportation arrangements, and vendor management.

2. Vendor and Volunteer Coordination: Collaborate with vendors, contractors, and volunteers to ensure all necessary resources are secured and available for each event. Coordinate schedules, responsibilities, and communications to facilitate smooth operations.

3. Participant Engagement: Interact with event participants and attendees to provide information, assistance, and support throughout the duration of events. Foster a welcoming and inclusive atmosphere that promotes community engagement and participation.

4. Marketing Support: Assist with the development and implementation of marketing strategies to promote events and programs. Contribute ideas for promotional materials, social media campaigns, and outreach initiatives to maximize event visibility and attendance.

5. Administrative Support: Provide administrative assistance to the Event Coordinator, including data entry, recordkeeping, and correspondence management. Assist in the preparation of event budgets, reports, and evaluations as needed.

6. Safety and Compliance: Ensure compliance with relevant regulations, permits, and safety standards during event setup, operation, and breakdown. Monitor event activities to identify and address potential safety hazards or concerns.

7. Problem Solving and Adaptability: Proactively identify challenges and obstacles that may arise during events and propose effective solutions in real-time. Remain flexible and adaptable to changing circumstances and priorities to ensure successful event outcomes.

Qualifications:

- High school diploma or equivalent required; Associate or Bachelor's degree in Event Management, Hospitality, or related field preferred.
- Previous experience in event planning, customer service, or hospitality industry highly desirable.
- Strong organizational skills with keen attention to detail and accuracy.

- Excellent interpersonal and communication skills, with the ability to interact professionally with diverse audiences.
- Proficiency in Microsoft Office suite and familiarity with event management software or tools.
- Ability to work collaboratively in a team environment while also capable of working independently with minimal supervision.
- Flexible schedule to accommodate evening, weekend, and holiday events as required.

The Event Specialist role offers an exciting opportunity to gain valuable experience in event management while contributing to the vibrant and thriving community of Hesperia. The ideal candidate will demonstrate enthusiasm, initiative, and a genuine commitment to creating memorable experiences for residents and visitors alike.

HESPERIA RECREATION AND PARK DISTRICT
INTER-OFFICE MEMO

DATE: February 2, 2024   **PHONE:** 760-244-5488

FROM: MOISES ARTOLA, FINANCE MANAGER
Hesperia Recreation and Park District

TO: KYLE WOOLLEY, GENERAL MANAGER
Hesperia Recreation and Park District

SUBJECT: TYLER EMPLOYEE ACCESS PRO/TIME & ATTENDANCE

The Finance Manager along with the assistance of the Administrative Services Manager are starting the process to migrate to Tyler Employee Access Pro/Time & Attendance for timekeeping, activity tracking, employee time entry, supervisory approval, and payroll processing. I would like to provide you with a brief explanation of the estimated six-month timeline for the go-live process. The duration is necessary for the following key reasons:

1. **Needs Assessment:** Prior to my arrival at Hesperia Recreation & Park District, the previous Finance Manager appears to have been spearheading the project. The project was abandoned at some point during the previous tenure. On my arrival, the focus was to migrate three disparate financials systems into one (Tyler Incode 10) and to prepare for the FY23 Financial Statement Audit. Since I was not part of the original project, I will need to familiarize myself with how the software works. As you are aware, payroll is not something we want to do incorrectly.

2. **Needs Customization:** Now that the audit is near completion, I can focus more time to move ahead with Tyler Employee Access Pro/Time & Attendance transition. First, I would like to take time to understand how the software works. I have reached out to Tyler, and they will connect me with a representative at a cost of $160.00 per hour to explain the process. Tyler Incode 10 has many complexities built in and it is imperative to understand the processes to correctly build the activities the District would like to track and to ensure that the payroll process is migrating data correctly from Tyler Employee Access Pro/Time & Attendance. If an issue arises from the payroll process, I will be able to track the problem and fix it as Payroll is a time sensitive matter.

3. **Testing and Quality Assurance:** Once the set-up is completed, crucial testing will need to be completed to identify and address any potential issues before the software goes live. This includes functional testing, integration testing, and user acceptance testing. The testing phase is essential for ensuring the reliability and stability of the system. The last thing we want is to find errors as the system is live.

4. **Change Management and Communication:** Implementing new software involves a notable change for the organization. As you are aware, not all of our employees work with a computer. Management will have to develop a plan to allow employees at separate sites to have access to computers to record their time. Conversely, for our part-time employees, the system can designate delegates to enter time on behalf of the part-time employee and subsequently approved by the Recreation Manager.

Regarding the biometric option, Tyler Employee Access Pro/Time & Attendance uses proprietary technology/coding that does not allow for third party applications to integrate with any Tyler products. We are limited as to the functionality that Tyler can provide. However, Tyler did mention that they have a separate time keeping software called ExecuTime/Time & Attendance that has a stationary time clock that is able to read proximity tags, mag readers, biometrics, and can be used in congruity with Tyler Employee Access Pro/Time & Attendance. I would like to highlight that this is a separate software than Tyler Employee Access Pro/Time & Attendance and will come at an additional cost. Please see attached documentation from Tyler for time clock costs. Additionally, implementation services will be an additional cost.

Thank you.

/ma

cc: Mike Varner, Assistance General Manager
    Kim Hague, Administrative Services Manager

Moises Artola

Hi Moises,

Tyler ESS is not configured to use time clock devices. But we do have a system call ExecuTime and attached are the time clock devices configured for that software. Below I've listed the breakdown for each piece.

Employee Access Pro:
- Allows employees to view their personal information, W-4 elections, and pay history. Even includes a built in paycheck calculator to help determine how changes in their earnings, withholdings, and deductions will impact their net pay.
- Enable staff to search and print frequently requested information such as pay and leave history with on-demand access.
- Post important announcements, helpful links, and notifications available in one centralized place.
- Downloadable HR and payroll forms/documents by making available from a single location.
- Integrates with HR and Payroll.

Employee Access Time & Attendance (this is not a clock in/out software):
- Allows employees to submit leave requests, enter time/hours worked, or assign authorized individuals to report for others.
- Flexibility to track and report time by user-defined activities.
- Detailed time and leave history summaries are available for individual employees or a group of individuals.
- Ability to generate multiple standard reports.
- Integrates with Payroll and Project Accounting.

ExecuTime (electronic clock in/out software):
- Electronic clock in/out.
- Time tracking and exception reporting.
- Employee benefit time request and management.
- Time-off scheduling calendar.
- Electronic timesheet approvals.
- Integrates with Payroll.
- Please refer to attachment; time clock devices that can be used with software.

In some cases, clients use all three pieces; specific employees use ExecuTime for the clock in/out feature, while other administrative staff members use Employee Access Time & Attendance. Whatever the organization prefers.

If you have any additional questions or need further information please let me know and I'd be happy to help.

Thank you,

Brandon Swanson
Account Representative
Tyler Technologies, Inc.

ExecuTime Time & Attendance

INCREASE EFFICIENCY

Automates the most labor-intensive tasks associated with timekeeping and gives that time back to your staff.

ELIMINATE COSTLY ERRORS

Reduces errors and oversights by eliminating several manual tasks associated with collecting and entering time and data into the payroll system.

INTEGRATIONS

Munis, Incode, Infinite Visions, New World

ExecuTime Time & Attendance™ provides small and large organizations with incredible cost savings and increased efficiency. In most local government entities, payroll processing, time tracking, and benefits accrual tracking place an unnecessary strain on staff efficiency and limited budgets. ExecuTime™ fixes those issues while providing the highest ROI on the market. How do we do that?

- Easily handle complex time tracking rules and pay codes

- Seamless, automated integration and synchronization with your IT environment and payroll software

- Powerful and user-friendly, web-based interface for supervisors and staff

- Solid integration with numerous time collecting interfaces (web browsers, time clocks, phone, text messaging, IVR, proximity readers, biometrics, and more)

- Dedicated technical and training support

ExecuTime Time & Attendance makes it easy for managers and staff of every department to enter and track time types, manage time-off requests, and apply job costing, all while handling multiple pay periods and FLSA guidelines.

REDUCE COSTLY ERRORS

ExecuTime Time & Attendance drastically reduces errors by eliminating several of the manual tasks associated with collecting and entering time and data into the payroll system.

"From the first discussion through training, implementation, and the transition to support, the ExecuTime team offered excellent customer service and software support."

— **Ashley Hickman**
   Director of Human Resources
   City of Claremore, Oklahoma

EX-TAA-PS-14564-0720

Electronic capture of employee time offers a more accurate account of actual time worked and automates the process of collecting, calculating, and entering employee hours each pay period. You generate precise timesheets for both hourly and salaried personnel and have access to historical data through audit trails and reports to ensure secure and effective management.

AUTOMATED ATTENDANCE CALCULATION

- Improves accuracy
- Improves timeliness of information
- Configurable overtime policies
- Configurable clock in/out policies
- Manual time-editing ability
- Accounts for shift differentials and 24/7 operations
- Complete audit log and reporting on changes, additions, and edits to employee time

KEY FEATURES

- Electronic clock in/out
- Time tracking and exception reporting
- Work order, project, and job number tracking
- Employee benefit time request and management
- Time-off scheduling calendar
- Electronic timesheet approvals
- Integration with payroll software on any platform

INTUITIVE INTERFACE

- ExecuTime web-based interface
- "Who is here" inquiry screen
- Benefit hours inquiry and management
- Integrates with Interactive Voice Response (IVR) technology
- Supports a range of collection devices: electronic time clocks, biometric, web browser, text messaging, and more
- Full integration with your payroll application

ADDITIONAL BENEFITS

- Multiple pay period support
- Graphical calendar for time-off scheduling
- User-specific security levels
- Time-zone sensitive time and date stamp records all transactions for auditing purposes
- Eliminates antiquated time clock hardware and handwritten time sheets

THE EXECUTIME DIFFERENCE

- Integration with any payroll/HR app on any platform
- Unlimited supervisors
- Unlimited workstations and PCs
- Unlimited technical support
- Configurable notifications and alerts
- Absolute lowest cost of ownership
- Browser, tablet, and smart phone supported

Time Clock Options & Pricing

Touch Screen Clocks 7"

- **No Reader** - Employees manually key in identification on keypad **$1,895.00**
- **Barcode/Mag Reader -** Reads mag stripe <u>or</u> barcode badge **$2,195.00**
- **Proximity Reader -** Reads proximity enabled badges/tags **$2,195.00**
- **Biometric Reader -** Reads employees fingerprints **$2,395.00**
- **Biometric w/ either Proximity, Mag or Barcode Reader** **$2,695.00**

Touch Screen Clocks 10"

- **No Reader** - Employees manually key in identification on keypad **$2,210.00**
- **Mag/Barcode Device -** Reads mag stripe or barcode badge **$2,510.00**
- **Proximity Reader -** Reads proximity enabled badges/tags **$2,410.00**
- **Biometric Reader -** Reads employees fingerprints **$2,710.00**
- **Biometric w/ either Proximity, Mag or Barcode Reader** **$3,010.00**

Clock Features		
Functionality	**Touchscreen 7"**	**Touch Screen 10"**
Clock In /Out	Yes	Yes
Approve Time - Employee & Supervisor	Yes	Yes
View Accrual Balances	Yes	Yes
Keyboard (pin pad)	Yes	Yes
Request Time off	Yes	Yes
Edit Hours (project codes, positions, etc)	Yes	Yes
2 Factor Authentication	Yes	Yes
Check In	Yes	Yes
Door Control	No	Yes - Optional
Technical	**Touchscreen 7"**	**Touch Screen 10"**
POE+ (powered through ethernet port)	Included	Included
POE Splitter	See above	See above
POE Injector	Optional	Optional
Battery Backup	Included	Included
Wireless	Included	Included
Communication	HTTPS	HTTPS
VPN Needed?	No, secure connection via wireless if needed.	No, secure connection via wireless if needed.

- All clocks will be under a standard maintenance plan which starts when the clocks are shipped. This includes replacement of your current clock if it cannot be fixed through the standard helpdesk process. A clock will be shipped out the same day if the order is placed before Noon Eastern standard time. Otherwise the clock will be shipped the following day.