



## Little Rock Parks & Recreation Commission Meeting September 13, 2023

### Human Resources / Finance / Payroll

Address Administrative policies / HR related issues

Filled:

- Outdoor Recreation Coordinator
- Fitness Specialist
- Construction & Planning Manager
- Custodian
- Parks Maintenance Worker
- Golf Superintendent

Advertise:

- Supervisor I (Operations)
- Parks Maintenance Worker Sr. (Community Garden Liaison & Operations)
- Landscape Coordinator (Horticulture)
- Parks Construction Worker II (Operations)
- Assistant Marathon Manager

Interviewing:

- Parks Marketing & Social Media Coordinator
- Assistant Facility Supervisor -Tennis

Increase pay for Parks part-time staff. (September 1<sup>st</sup>)

3 Part-time employees with extremely long tenure: 30-35 years

- 15 years and up, increased to \$15
- 10 years, increased to \$13
- All at \$11, increased to \$12
- Once employees reach 10 years, pay will increase to \$13.

Stay abreast/target: Goal is to improve productivity and efficiency

- Monitoring general budget & P.I.T balances
- Processing invoices/follow through on closing PO's
- Reconciling
- Pop-up: Finance Audits / Payroll audits
- Track/document Parks inventory