

AGENDA ITEM 3.B

From: Adem Cooper [REDACTED]
Sent: Monday, February 1, 2021 9:50 PM
To: Public Comment <publiccomment@cityoftracy.org>
Subject: Item 3.B.

Hello,

I understand the Conceptual Plan for the Nature Park will be presented to the City Council next Tuesday evening, February 2nd. I can't tell you how excited I am at the prospect of having a nature park in Tracy. I often go out to Lodi or Modesto to enjoy hikes along our rivers. It will be great to enjoy such hikes "inside the triangle".

Thanks!
Adem Cooper

From: Lisa Roth [REDACTED]
Sent: Tuesday, February 2, 2021 6:47 PM
To: Public Comment <publiccomment@cityoftracy.org>
Subject: Agenda Item 3.B.

Dear Mayor and Council:

Back in May 2017, Mark Miller posted on Nextdoor that Tracy needed a large nature park, which received an overwhelmingly positive response. Shortly thereafter, the Tracy Nature Park Advocates was formed with the goal of having natural open space and hiking and biking trails become a reality here in Tracy.

Fast forward 3 and a half years later and we are so pleased and proud to see the Conceptual Plan approved by the Parks & Recreation Commission, and presented tonight for the Council's vote to adopt. This is a true testament to perseverance by all! Each step of the way has benefited from dedicated volunteers and advocates, talented staff and visionary consultants, and committed elected officials.

By adopting the Nature Park Conceptual Master Plan tonight, the City of Tracy is taking a key next step which makes the project more competitive for grant opportunities, donations and partnership opportunities. Please vote to adopt so that we can continue the progress forward on this project.

Thank you,

Lisa Roth
[REDACTED]

*"To embark on the journey towards your goals and dreams requires bravery.
To remain on that path requires courage.
The bridge that merges the two is commitment."*

From: Todd Lieberg [REDACTED]
Sent: Sunday, January 31, 2021 2:21 PM
To: Public Comment <publiccomment@cityoftracy.org>
Cc: Todd Lieberg <tmlieberg@hotmail.com>
Subject: Council Agenda Feb 2 2021 - AGENDA ITEM 3.B - NATURE PARK

Good evening. My name is Todd Lieberg. I'm a Tracy resident, and a longtime supporter of a Nature Park in Tracy.

We are a family that loves nature and the outdoors. We regularly go hiking, and unfortunately, we need to leave Tracy to find suitable nature trails.

It is time for Tracy to have our own Nature Park.

I strongly urge the Council to invest in the City of Tracy; the citizens of Tracy; and the children of Tracy. Don't look at the expenditure of funds for a Nature Park as a cost; look at it as a long-term investment that will benefit generations of families in Tracy.

I recommend the Council approve the Nature Park plan and provide the citizens of Tracy something we can all be proud of. Thank you for your continuing support.

Todd Lieberg
[REDACTED]

MEMO

To: Mayor and Council
From: Christine Mabry
Date: February 2, 2020
Re: Wall-to-Wall Classification Study

My name is Christine Mabry, and I was hired as a Management Analyst I in the Community Facilities Division in 2015. Included in the agenda item before you is a recommendation to demote my position to a Recreation Program Coordinator. Please note that this is the only position in the City that is being recommended for both demotion and removal from its existing bargaining unit. I am providing this information to you, with accompanying backup documentation, so that you can be fully informed when you make your decision.

HR will tell you:

- This position was reviewed and appealed, and determined by the consultant to be a Recreation Coordinator position. (A Recreation Supervisor has to supervise staff.)

HR will not tell you:

- The reclassification of this position from a Management Analyst to a Recreation Coordinator will result in years of no cost of living increases due to the position being Y-rated, and loss of management benefits estimated at more than \$5,000 annually (\$4,492.97 in management leave and \$960 in management pay).
- This position was filled as a Recreation Supervisor position prior to 2012. The position was reallocated to a Management Analyst I/II classification with no change in the duties that were expected to be performed as a way for the incumbent to continue providing management level support to the department in a classification that was intentionally positioned between a Recreation Supervisor and a Recreation Coordinator. As I documented in my response to the consultant and verbally explained in my follow-up interview, my duties expand both the Recreation Supervisor and Recreation Coordinator classifications, making the Management Analyst classification the appropriate classification for my position.
- My current job duties are more in-line and consistent with the duties outlined in the Management Analyst classification series than aligned with the Recreation Coordinator classification.
- It appears the Management Analyst classification series is intentionally not being used within the Parks & Recreation Department, although nearly all other non-public safety departments are effectively utilizing this flexible classification.
- After meetings with the consultant, responsibility for grant proposals has been added to the Recreation Coordinator job description, while in other departments, grant management is a function of a Management Analyst classification.

HR will tell you:

- The new Recreation Program Coordinator job description describes the position as “advanced,” relative to how the City uses the position, not the profession.

HR will not tell you:

- The Recreation Coordinator position is not considered an advanced position in the Recreation industry.
- In the Recreation profession, Coordinator is an entry-level, first full-time job position. It is in no way “advanced,” nor is the title viewed that way by Recreation professionals. For example, I was first hired as a Coordinator in 1992.

HR will tell you:

- HR met and conferred with all bargaining units and came to an agreement on these final recommendations.

HR will not tell you:

- My bargaining unit has strongly and consistently opposed this classification change.
- I have strongly opposed this classification change and have communicated this to the consultant, HR, my supervisor, my manager, and my Director.
- Regardless, I conceded that my bargaining unit could negotiate a compromise with HR - who indicated they would otherwise remove the entire bargaining unit from this staff report – because I could not, in good conscience, keep my coworkers from any benefits they may receive from this study.
- Of note: A consultant from Management Partners, who assessed the Parks & Recreation Department in 2018, recommended that my position at that time be reclassified to Recreation Supervisor based on the duties I was performing. This recommendation was ignored.

I believe that not only is the assessment of my position inaccurate, but being the only employee in the entire City to be demoted and subsequently removed from their bargaining unit is punitive, particularly given the timing and uncertainty in the world right now. I am additionally concerned that approval of the reclassification of this position will set a precedent that when a supervisor and employee have differences, the supervisor will be able to incrementally remove tasks from an employee, qualifying that employee for demotion, instead of professionally managing the employee in a way to successfully leverage their skills and experience to the highest and best use for the benefit of the employee and the organization

I ask that you please consider amending approval of this item to include keeping me in the Management Analyst I/II classification, .

DOC #	Date Sent	Document Title	Notes
1	8/12/19	N/A	Initial submission of PDQ Form to Supervisor.
2	8/4/20	Wall to Wall Classification Study Employee Review.pdf	Email from HR notifying me of my recommended demotion in classification. Note: I was shocked that a personnel change of this magnitude, including a significant loss of benefits, would come (1) in an email, and (2) from HR instead of my direct supervisor or Department Head. Given the nature of the pandemic and heightened anxiety, this was received as very tone deaf and insensitive.
2a	8/4/20	Tracy Recreation Program Coordinator DRAFT 08 03 20.pdf	Email attachment: Coordinator Job Description Draft 8/3/20. Note: Does NOT include grants and legal agreements as responsibilities
3	8/19/20	RE_ Wall to Wall Classification Study Employee Review.pdf	Email sending memo of response to HR re: initial assessment of my position.
3a	8/19/20	Management Analyst I.Mabry.Christine with memo - signed 08-19-2020.pdf	Email attachment: My memo response re: initial assessment of my position, detailing responsibilities in both Coordinator and Supervisor job descriptions.
4	9/1/20	RE_ Classification Study.pdf	Email from consultant to schedule feedback review meeting. It was emphasized that the meeting was for me to ask questions, not to dispute the recommendation.
5	9/8/20	Wall to Wall Classification Final Recommendation.pdf	Email from HR with final recommendation
5a	9/8/20	Mabry, Christine.pdf	Email attachment: Memo from consultant detailing why my position does not qualify as a Recreation Supervisor. Note: There is no discussion of keeping the Management Analyst position to address the span over both classifications.
5b	9/8/21	Recreation Program Coordinator Final Recommended.pdf	Email attachment: Coordinator job description includes grants and MOUs as job duties.
6	10/7/20	Bargaining Unit Designation Change - Classification Study.pdf	HR Manager JoAnn Weberg notifies bargaining unit reps from TMMBU and TTTSEA and the labor negotiator for TTTSEA that my position change will result in a bargaining unit change.
7	10/8/20	Welcome to TTSSEA.pdf	Email from TTTSEA labor negotiator welcoming me to the new bargaining unit. Note date. Recommendations had not gone to Council for approval yet.
8	12/11/20	Gmail - TMMBU Response to HR Classification Recommendation.pdf	Bargaining unit response to HR regarding being strongly opposed to my position recommendation.
9	12/22/20	Re_ W2W Classification Study .pdf	Email chain between myself and my bargaining unit representatives, including the process leading up to the compromise with HR, as well as showing that neither myself nor my bargaining unit agrees with the recommendation to demote me.
10	12/23/20	RE: Follow Up.pdf	Email from myself to my Department Head reiterating that, while I conceded to HR to a compromise, I do not agree with the assessment nor the manner in which HR pressured a compromise.

From: [Judy Carlos](#)
To: [Christine Mabry](#)
Cc: [Judy Carlos](#)
Subject: Wall to Wall Classification Study Employee Review
Date: Tuesday, August 4, 2020 12:17:56 PM
Attachments: [Tracy Recreation Program Coordinator DRAFT 08 03 20.pdf](#)
[Management Analyst I.Mabry.Christine.pdf](#)

Please see the attached memo and proposed job description from Koff & Associates. You will need to sign and return the attached memo electronically and return to Ashley Beith Ashley.beith@cityoftracy.org no later than August 19th.

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

Thank you,

Judy Carlos, IPMA-CP, CGHR-CP | Human Resources Analyst II

333 Civic Center Plaza | Tracy, CA 95376

Office (209) 831.6152 | Fax (209) 831.6165

judy.carlos@cityoftracy.org

www.cityoftracy.org

“Kindness is the ability & desire to have a positive impact on others”



CITY OF
TRACY CALIFORNIA
“Think Inside the Triangle”



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RECREATION PROGRAM COORDINATOR

DEFINITION

Under general direction, plans, organizes, coordinates, and provides direction and oversight for one or more recreation programs and/or facilities; supervises programs which may include: youth programs, aquatics, youth and adult sports, summer programs, special interest classes, and community events; operates recreation and sports facilities, including swimming pool and recreation centers; provides administrative support and program assistance to the Recreation Services Supervisor; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in recreation services. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex program coordination, administrative, and/or day-to-day operational responsibilities. Responsibilities include inspecting and planning, scheduling, and directing assigned recreation program operations, activities, and services in a timely manner. This class is distinguished from the Recreation Services Supervisor in that the latter is the full supervisory-level class and has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Supervises, coordinates, and participates in the day-to-day operations of one or more recreation programs and/or facilities.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and provides documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs; oversees and coordinates scheduling of activities, games, and events.

- Monitors contract agreements with service providers; recruits, hires, trains, and supervises contract employees.
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Plans, staffs, supervises, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosks and websites as needed.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which assigned.
- Principles and practices of basic public relations techniques.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in recreation or a related field and two (2) years of experience in recreation leadership and programs including at least six (6) months of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or ability to obtain, CPR and First Aid certifications.
- Depending upon area of assignment, incumbents may be required to obtain ServSafe, Lifeguard, or other assignment-specific certifications.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreation facility setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger

dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work weekend and evening hours.

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

From: [Christine Mabry](#)
To: [Ashley Beith](#)
Cc: [Barbara Harb](#); [Christine Mabry](#)
Subject: RE: Wall to Wall Classification Study Employee Review
Date: Wednesday, August 19, 2020 5:02:17 PM
Attachments: [Management Analyst I.Mabry.Christine with memo - signed 08-19-2020.pdf](#)

Hi Ashley,

Attached, please find my signed Draft Classification Description with memo of explanation.

Thank you,

Christine Mabry, Management Analyst, CPRP | Parks & Recreation Department

333 Civic Center Plaza, Tracy, CA 95376
Office (209) 831-6200 | Direct (209) 831-6232
christine.mabry@cityoftracy.org

From: Judy Carlos <Judy.Carlos@cityoftracy.org>
Sent: Tuesday, August 04, 2020 12:18 PM
To: Christine Mabry <christine.mabry@cityoftracy.org>
Cc: Judy Carlos <Judy.Carlos@cityoftracy.org>
Subject: Wall to Wall Classification Study Employee Review

Please see the attached memo and proposed job description from Koff & Associates. You will need to sign and return the attached memo electronically and return to Ashley Beith Ashley.beith@cityoftracy.org no later than August 19th.

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

Thank you,

Judy Carlos, IPMA-CP, CGHR-CP | Human Resources Analyst II

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“Kindness is the ability & desire to have a positive impact on others”



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To: Christine Mabry, Management Analyst I
From: Katie Kaneko, Project Director
Subject: Draft Classification Description
Date: August 3, 2020

Attached for your review is a draft of the proposed class description for the class of Recreation Coordinator, which is intended to be your position's class recommendation in the final study. This represents a proposed reclassification of your position to this class.

Initial draft descriptions are being provided to all current City employees included in this study for the purpose of allowing you an opportunity to review the job description to verify the components of the classification are reflected accurately. We have established a consistent job description format, which is current and lists required knowledge and abilities for all classes. In addition, editing modifications have been made to consolidate sentences, eliminate duplication, and ensure compliance with legal guidelines, including the Americans with Disabilities Act (ADA).

While reviewing the draft description, please keep in mind that these documents are intended to broadly define the most essential tasks, responsibilities, and qualifications. They are intended to give an overview of an entire class, not detailed specifications of every position within the class. We also avoid highly specific language that would require frequent updating as a result of changes in technology, equipment, laws, and regulations.

After you review the draft class description, **we ask that you complete one of the options** listed below:

I believe the draft class description accurately describes the essential tasks, responsibilities, and qualifications for the classification. Please sign and date this memo below.

Name. _____ Date _____

The draft class description either contains inaccurate information or does not include essential information. Please modify your copy, then sign and date below.

Name. _____ Date _____

Regardless of the option you choose, please return this memo and your comments to Ashley Beith, Executive Assistant to the Human Resources Director, who will forward to our offices, no later than **Wednesday, August 19, 2020**. If you have additional comments regarding your class description, class allocation, or any other aspect of this study, please feel free to offer additional comments as an enclosure when you return this memo to us. You may also contact me at kkaneko@koffassociates.com on or before August 19, 2020. If we do not receive a response from you by Wednesday, August 19, 2020, we will assume that you have no comments. We will incorporate any revisions, where appropriate, and will contact you and/or your supervisor if there are questions or major revisions suggested.

Thank you for your consideration and assistance. Each of you will receive a final draft of your class description after the review process is completed.



City of Tracy
333 Civic Center Plaza
Tracy, CA 95376

PARKS & RECREATION DEPARTMENT

MAIN 209.831.6200

FAX 209.831.6218

www.cityoftracy.org

Memorandum

Date: August 19, 2020
To: Katie Kanecko, Project Director, Koff & Associates
From: Christine Mabry, Management Analyst
Subject: Draft Classification Description Inaccuracies
Cc: Barbara Harb, TMMBU President

I have reviewed the draft classification as provided to me, and upon review, have determined the job title and description neither adequately nor accurately describe the work that I do in my Management Analyst position.

In my daily work, I perform the following duties as represented in the revised Recreation Services Supervisor job description:

- Acts as a representative to educational institutions, community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services. *[I am point of contact to all organizations with legal agreements with the City via Parks & Recreation, including concessions vendors, MCYSN grantees, non-profits with MOUs.]*
- Supervises and oversees the effectiveness of the recreation program operations, activities, facilities, maintenance, and community events and recommends improvements or modifications. *[I oversee the MCYSN grant program, including creating and issuing the RFP, executing the selection/awards process, presenting to Council, and monitoring compliance. I make recommendations for administrative and content improvements.]*
- Develops, monitors, and tracks sponsorships and partner opportunities; develops sponsorship proposals; maintains contacts and negotiates with vendors. *[I participate in negotiations with contracted vendors, including 2 concessions vendors.]*
- Assists with development of recreation contract administration and use agreements. *[I draft many legal agreements for our department, assist in negotiations with the parties, coordinate communication between departments, and execute and administer the agreements, including staff reports and presentations to Council.]*
- Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics. *[The majority of my job, when not under COVID conditions, is spent on special projects and assignments, including grant application coordination and writing.]*

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The following job duties listed in the Recreation Program Coordinator job description do not apply to the work I do at all:

- Plans, supervises, coordinates, reviews, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications. *[I do not plan any recreational activities or programs.]*
- Works with community groups and residents in the development and coordination of recreation programs; oversees and coordinates scheduling of activities, games, and events. *[I do not plan activities, games, or events for recreation programs.]*
- Monitors contract agreements with service providers; recruits, hires, trains, and supervises contract employees. *[I do not work with any contract recreation instructors.]*
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues. *[I do not oversee a specific program area for which I am responsible for supply orders and budget oversight.]*
- Plans, staffs, supervises, and implements assigned special events. *[I do not plan or execute special events. I coordinate the special event permitting process, which is completely different.]*
- Travels to assigned program sites to monitor program activities. *[I do not have any programmed activities to monitor at program sites.]*
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations. *[I do not patrol recreational facilities.]*
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosks and websites as needed. *[I do not create marketing materials for programs, as I do not oversee any programs requiring that type of marketing.]*

In total, there are five of the 19 job duties in the Recreation Services Supervisor job description that apply to my job duties, plus an additional six Supervisor job duties that I used to perform as a Management Analyst, but have been removed from my duties by management. This would make 11 of the 19 Supervisor job duties (greater than 50%), that I have performed in my current position.

Furthermore, eight of the 15 job duties (greater than 50%) listed in the Recreation Program Coordinator job description do not apply to my job duties. This would indicate that Recreation Program Coordinator is neither the correct job title nor job classification for my position.

The following duties from the original, mid-manager level Management Analyst job description are also highly descriptive of my actual duties:

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- Serves as liaison on administrative matters between the department and other city departments, committees and outside groups; coordinates assigned functions and activities with other city programs and departments
- Develops RFP's and bid packages, prepares/evaluates grant applications, oversees consultants, projects
- Negotiates, prepares, administers and monitors contracts and agreements
- Manages special projects, may lead cross departmental project teams and committees
- Prepares departmental and/or City-wide communications, City Council Reports, informational pieces; makes presentations; represents the department or City at Boards, Committees, Commissions, and community groups

Thank you for the opportunity to review the proposed job title and classification that has been recommended for my position. I trust the above information gives sufficient evidence that Recreation Program Coordinator is not the appropriate job title and classification for the work that I do and that, in fact, my position duties are much more closely aligned to a Recreation Services Supervisor position, than to a Coordinator position.

From: [Kari Mercer](#)
To: [Christine Mabry](#)
Cc: [Barbara Harb](#)
Subject: RE: Classification Study
Date: Tuesday, September 1, 2020 2:05:06 PM
Attachments: [image001.png](#)

Thank you Christine. I have just sent a calendar invitation for tomorrow at 11:00.

In regards to including your bargaining unit representative, this conversation is to provide you an opportunity to clarify your feedback and ask questions about the study. Meetings which include your representative should be scheduled separately with the appropriate parties, and any questions you have in this regard can be referred to your bargaining unit representative and/or the City's Human Resources Department.

Thank you Christine. I look forward to speaking with you.

Kind Regards,

Kari Mercer
Project Manager



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From: Christine Mabry <christine.mabry@cityoftracy.org>
Sent: Tuesday, September 1, 2020 8:08 AM
To: Kari Mercer <KMercer@koffassociates.com>
Cc: Barbara Harb <Barbara.Harb@cityoftracy.org>; Christine Mabry <christine.mabry@cityoftracy.org>
Subject: RE: Classification Study

Good morning,

Thank you for the opportunity to further discuss my classification description. I can be available for a conference call on Wednesday, September 2, at 11:00 am. I am teleworking and can be reached at [REDACTED] if not via Zoom, Skype, etc.

Please also include my bargaining unit representation, Barbara Harb, barbara.harb@cityoftracy.org, (209) 831-6491.

Christine Mabry, Management Analyst, CPRP | Parks & Recreation Department

333 Civic Center Plaza, Tracy, CA 95376

Office (209) 831-6200 | Direct (209) 831-6232

christine.mabry@cityoftracy.org

From: Kari Mercer <KMercer@koffassociates.com>

Sent: Monday, August 31, 2020 6:13 PM

To: Christine Mabry <christine.mabry@cityoftracy.org>

Subject: Classification Study

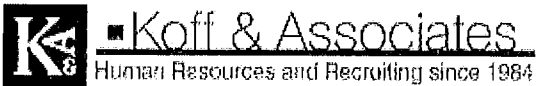
Good evening Ms. Mabry.

I am a project manager for Koff & Associates, and I have received your feedback regarding the classification description for your position. I am happy to discuss your feedback. Are you available for a conference call this Wednesday (September 2) at 11:00?

Sincerely,

Kari Mercer

Project Manager



2835 Seventh Street | Berkeley, CA 94710

[510.470.7413](tel:510.470.7413) Direct

[510.658.5633](tel:510.658.5633) Main

www.KoffAssociates.com

From: [Navdee Rosette](#)
To: [Christine Mabry](#)
Cc: [Thien Nguyen](#); [Barbara Harb](#)
Subject: Wall to Wall Classification Final Recommendation
Date: Tuesday, September 8, 2020 3:35:59 PM
Attachments: [Recreation Program Coordinator Final Recommended.pdf](#)
[Mabry, Christine.docx](#)
[Tracy FAQ.pdf](#)
[Tracy Class Concepts.pdf](#)

Good afternoon Christine,

INCUMBENTS:

Thank you for taking the time to provide information necessary to ensure this process is successful, and for providing valuable feedback and insight to this study. All information you provided to Human Resources was sent to Koff & Associates for their review and consideration. The City's job descriptions are intended to broadly define the most essential tasks, responsibilities, and qualifications currently being performed by incumbents. Additionally, they should provide a general description of duties that may typically be performed in a position and give an overview of an entire classification, not detailed specifications of every position within the classification.

Attached to this email is a copy of the following documents:

- Final recommended job description for your position
- Memo from Koff & Associates outlining their review of your position
- A copy of Frequently Asked Questions (FAQs) provided by the consultant addressing common inquiries by City of Tracy employees

The first phase of the classification study was to establish complete and accurate job descriptions. With the job descriptions in the process of being finalized, the consultant will proceed with the second phase of the study which is a review of comparator agencies base salary comparisons and an analysis of internal salary relationships and alignment.

If you have concerns related to your final recommended job description, please send those to your bargaining unit representative that is cc'd on this email.

SUPERVISORS:

Attached to this email is a copy of the final recommended job description for a position that you currently supervise. The intent of this classification review process is to update the job description to reflect the functions performed by each position. Please review to ensure there are no essential functions missing that would result in the incumbent being unable to perform their current work assignments. If you have significant concerns about the attached job description please contact me as soon as possible, but no later than Monday, September 14th.

Kind Regards,

Naydee Rosette, PHR | Human Resources Analyst II
City of Tracy
Human Resources Department
333 Civic Center Plaza | Tracy, CA 95376
Office (209) 831.6157 | Fax (209) 831.6165
naydee.rosette@cityoftracy.org



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To: Christine Mabry, Recreation Program Coordinator
From: Katie Kaneko, Project Manager
Subject: Draft Classification Descriptions
Date: 9/8/20

Thank you for articulating your concerns in writing regarding the classification study as it affects the description for Recreation Program Coordinator. During the review process, you requested that changes be made to your job title and classification specification.

With respect to your comments regarding allocation as a Recreation Services Supervisor, the focus of a supervisor classification is on the direct supervision and coordination of a unit and also includes hands-on participation in the work activities of those supervised. Incumbents plan, assign, direct, review, and evaluate the work of staff. In addition, incumbents assigned to this level make effective recommendations and/or carry out selection, performance evaluation, and disciplinary procedures. Accordingly, your position is not recommended for allocation as a Recreation Services Supervisor.

Classification descriptions include a list of typical duties of the classification which is illustrative, and is not intended to be exhaustive nor exclusive. Further, classification descriptions are intended to broadly define the predominant tasks, responsibilities, and qualifications of positions in the class; hence, they are intended to give an overview of an entire classification, not detailed descriptions of every position working within the class, which is referred to as a job description.

Where appropriate, requested changes were incorporated in the classification description for Recreation Program Coordinator to provide additional detail about the duties and responsibilities of your position provided they are consistent with classification best practices, the City of Tracy's classification concepts, and the nature and level of assigned work, and where not already included in a broad duty statement.

We have developed a Frequently Asked Questions (FAQ) document which may address some of your questions about the language used in the classification description. Our Class Concepts document may also be helpful in providing additional detail about the customary terminology and titling conventions used in writing descriptions.

Thank you for your participation and contributions to the study.



RECREATION PROGRAM COORDINATOR

DEFINITION

Under general direction, plans, organizes, coordinates, and provides direction and oversight for one or more recreation programs and/or facilities; supervises programs which may include: youth programs, aquatics, youth and adult sports, summer programs, special interest classes, and community events; operates recreation and sports facilities, including swimming pool and recreation centers; provides administrative support and program assistance to the Recreation Services Supervisor; fosters cooperative working relationships with various public and private groups; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises technical and functional direction over and provides training to lower-level staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the advanced-level classification in the recreation services. Incumbents work under general direction and exercise a high level of discretion and independent judgment in performing the full range of routine to complex program coordination, administrative, and/or day-to-day operational responsibilities. Responsibilities include inspecting and planning, scheduling, and directing assigned recreation program operations, activities, and services in a timely manner. This class is distinguished from the Recreation Services Supervisor in that the latter is the full supervisory-level class and has overall program, budgetary, and administrative responsibility for multiple recreation activities and facilities or a comprehensive recreational program.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned programs and facilities.
- Plans, supervises, coordinates, reviews, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services; recommends improvements or modifications.
- Supervises, coordinates, and participates in the day-to-day operations of one or more recreation programs and/or facilities.
- Assists in the recruitment and selection of staff and provides recommendations; provides supervision, training, orientation, and guidance to assigned staff; prepares weekly and daily schedules; provides input and documentation for performance evaluations.
- Works with community groups and residents in the development and coordination of recreation programs or services; oversees and coordinates scheduling of activities, games, and events.

- Develops requests for proposal (RFP), memoranda of understanding (MOU), license agreements, and professional services agreements (PSA) between the City, vendors, and non-profit organizations related to a variety of parks and recreation programs, services, activities, and facilities; ensures proper public noticing consistent with City ordinance and regulatory requirements; routes agreements through appropriate internal City and department processes.
- Monitors contract agreements with service providers; recruits, hires, trains, and supervises contract employees.
- Coordinates the application and permitting processes for use of City facilities by outside organizations and the general public, and for special events; reviews applications and tentative use permits, and includes permitting conditions when necessary; reviews requirements with applicants to ensure compliance with permit conditions.
- Estimates costs of supplies and materials; orders supplies and materials for projects and activities; maintains records of purchase orders; assists in developing budget figures for specified areas; monitors expenditures and revenues.
- Researches available grants and makes recommendations to department management; drafts narrative for grant applications and ensures that required supporting documentation is included; coordinates these efforts with other divisions and City departments as necessary.
- Plans, staffs, supervises, and implements assigned special events.
- Acts as a representative to patrons and residents regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.
- Participates in ensuring compliance with relevant health, safety, permitting, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies including ensuring compliance for insurance and liability coverage.
- Travels to assigned program sites to monitor program activities.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Creates marketing materials for recreational programs, including developing and preparing brochures, flyers, newsletters, and other materials; maintains and updates informational kiosks and websites as needed.
- Maintains accurate records of services and activities, including recreation schedules, program participation and analysis, revenues, expenditures, grants, contract programs, accidents, and vandalism.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles of providing functional direction and training.
- Principles, practices, and service delivery needs related to the program area(s) to which assigned.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs.
- Principles and practices of recreation program development, implementation, review, and evaluation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to the program area(s) and facilities to which assigned.
- Principles and practices of program administration, including budgeting, purchasing, and basic supervision.
- Recreation site management and oversight.
- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Applicable safety precautions and procedures related to the program area(s) and facilities to which

assigned.

- Principles and practices of basic public relations techniques.
- Principles and procedures of record-keeping, cash handling, and report preparation.
- Business arithmetic and statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Plan, oversee, coordinate, review, and evaluate recreation program operations and activities, as well as staff, contractors, and volunteers.
- Plan and prepare recreation activity schedules, staffing schedules, reports, and other related program materials.
- Understand the organization and operation of recreation programs and facilities necessary to assume assigned responsibilities.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Recommend and administer program and project budgets after approval.
- Make accurate business arithmetic and statistical computations; accurately process cash transactions.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the City in meetings with individuals; governmental agencies; community groups; various business, professional, and regulatory organizations.
- Learn and understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an associate degree in recreation or a related field and two (2) years of experience in recreation leadership and programs including at least six (6) months of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or the ability to obtain, a valid Class C California driver's license upon appointment.
- Possession of, or ability to obtain, CPR and First Aid certifications.
- Depending upon area of assignment, incumbents may be required to obtain ServSafe, Lifeguard, or other assignment-specific certifications.
- May be required to complete National Incident Management System (NIMS) Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreation facility setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL CONDITIONS

Employees predominately work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents partially work in the field and may be exposed to blood and body fluids rendering First Aid and CPR and are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to work weekend and evening hours.

DISASTER SERVICE WORKER

All City of Tracy employees are, by State and Federal law, Disaster Service Workers. The roles and responsibilities for Disaster Service Workers are authorized by the California Emergency Services Act and are defined in the California Labor Code. In the event of a declaration of emergency, any employee of the City may be assigned to perform activities which promote the protection of public health and safety or the preservation of lives and property. Such assignments may require service at locations, times, and under conditions that are significantly different than the normal work assignments and may continue into the recovery phase of the emergency. If a "Local Emergency" is declared during the employee's shift, employees will be expected to remain at work to respond to the emergency needs of the community. If a "Local Emergency" is declared outside of the employee's shift, employees must make every effort to contact their direct supervisor or department head to obtain reporting instructions as Disaster Service Workers.

From: [JoAnn Weberg](#)
To: [Christine Mabry](#)
Cc: [Barbara Harb](#); [Jade Amos](#); [Kimberly Murdaugh](#); Ryan@govette-assoc.com
Subject: Bargaining Unit Designation Change - Classification Study
Date: Wednesday, October 7, 2020 8:20:16 AM
Attachments: [Recreation Program Coordinator Final Recommended.pdf](#)

Christine.

Your position has been recommended to change to Recreation Program Coordinator by Koff & Associates. Upon review of the attached final recommended job description it has been determined this position will be placed in the Tracy Technical Support Services Employee Association (TTSSEA), which results in a bargaining unit change for you.

Your current and proposed bargaining unit representatives are both copied on this email. If you have concerns related to your bargaining unit designation, please send those to your bargaining unit representative(s).

JoAnn Weberg, IPMA-CP, CGHR-CP | Human Resources Manager

333 Civic Center Plaza | Tracy, CA 95376

Office (209) 831.6158 | Fax (209) 831.6165

joann.weberg@cityoftracy.org

www.cityoftracy.org

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From: [Ryan Friesen](#)
To: [Christine Mabry](#)
Cc: [Jade Amos](#)
Subject: Welcome to TTSSEA
Date: Wednesday, October 7, 2020 9:58:24 AM
Attachments: [2018 - 2021 TTSSEA MOU Final.pdf](#)
[What We do For Your Association - Flyer.pdf](#)

Hello Christine,

Tracy Technical Support Staff Employee Association (TTSSEA) has received notice from the City that your position will be reclassified Recreation Program Coordinator. This change to your classification means that you will be included in the TTSSEA bargaining unit. TTSSEA represents support staff employees in matters of negotiations. Although you will be in our bargaining unit; membership in TTSSEA is something that an employee must elect separately. Employees who elect to become TTSSEA members receive additional representation in matters of discipline and complaints/grievances. Members are also entitled to free or reduced cost legal services for non-work related issues from our legal firm Goyette & Associates. If you would like to become a TTSSEA member please contact Jade Amos (copied on this email). Jade is the TTSSEA President and can provide you a member application. I have attached to this email the MOU between TTSSEA and the City. If you have any questions or concerns please feel free to contact me.

Sincerely,

-Ryan Friesen



Ryan Friesen
Labor Relations Representative
Goyette & Associates, Inc.

2366 Gold Meadow Way, Suite 200
Gold River, CA 95670

Office: 916-851-1900
Cell: 530-681-2285
Fax: 916-851-1995
ryan@goyette-assoc.com



Christine Mabry [REDACTED]

TMMBU Response to HR Classification Recommendation

TMMBU Members [REDACTED]

Fri, Dec 11, 2020 at 8:59 AM

To: Christine Mabry <[REDACTED]>

Cc: Ed Lovell [REDACTED]

Christine,

We wanted to send you a copy of our response to HR related to HR's recommended changes to your position. As you know, we've had (as have you) several discussions with HR regarding your position and each time have conveyed our strong disagreement. Below is the response we sent last night: (black text is HR, red is TMMBU).

Kimberly,

As we have conveyed to HR in previous discussions, it appears TMMBU is being disproportionately negatively affected by this classification study. Additionally, we have communicated our concerns for the timing of this study given the current global pandemic, social unease, and heightened stress and anxiety felt amongst many of our members who have contributed *significantly* to maintaining the City's public service levels throughout this pandemic. We understand the purpose of doing this study, but it is important that we continue to communicate to you our position that considering the current environment we are all facing, the implementation of the recommendations, particularly those recommendations that have negative consequences for our members, could have waited until employees felt more at ease with the current environmental and social conditions.

Please find below in red the TMMBU response to the results of the City's Wall-to-Wall Classification Study.

- Management Analyst I – The functions performed by the Management Analyst I in Parks were evaluate by Koff again and resulted in a confirmation of the original recommendation to reclassify this position to Recreation Coordinator. **TMMBU strongly disagrees with this classification recommendation.** This position (previously filled as a Recreation Supervisor) has functioned as an analyst position since July 2012 and the current incumbent hired as a Management Analyst I in June 2015 has been performing in this capacity for several years. It is our understanding that this job classification is the **only position being recommended for demotion in title and removal from their existing bargaining unit.**

When the employee met with K&A to dispute the initial recommendation and further explain the scope of their responsibilities, K&A stated that since the employee does not supervise any other staff, they do not qualify as a Recreation Supervisor and therefore, should be classified as a Recreation Coordinator, conveying that the Recreation Coordinator position was the only available classification to use. The position of Management Analyst I also does not supervise any other employees and we feel this classification is still consistent with the employees current skills, experience, and job duties, and as a result, is the appropriate classification. Similar to the Code Compliance Analyst, we believe the organizational structure of the Parks Department, in choosing to not use the available Management Analyst classification, is one of the reasons why the correct classification is not being applied in this instance.

It is also TMMBU's position that the recommendation to demote this employee and remove them from the TMMBU unit is also due to the failure of the current supervisor to effectively manage this employee to their highest and best use given this employees' skills and experience. This demotion is a result of duties being incrementally removed from the employee by the current supervisor under protestation from the employee, which is resulting in a classification that K&A feels reflects duties more consistent with a Recreation Coordinator rather than a Management Analyst I.

2/2/2021

Gmail - TMMBU Response to HR Classification Recommendation

Please let me know if you have any questions.

Barb
TMMBU President

From: [Barbara Harb](#)
To: [Christine Mabry](#)
Cc: [Ed Lovell](#)
Subject: Re: W2W Classification Study
Date: Tuesday, December 22, 2020 6:38:37 PM

Thank you, Christine.

We absolutely acknowledge your frustration with this process and the final result. I hope you feel that TMMBU represented you well in this process and really pushed for a different result.

Barb

From: Christine Mabry <christine.mabry@cityoftracy.org>
Sent: Tuesday, December 22, 2020 5:29 PM
To: Barbara Harb <Barbara.Harb@cityoftracy.org>
Cc: Ed Lovell <Ed.Lovell@cityoftracy.org>
Subject: Re: W2W Classification Study

Barb and Ed,

Thank you for the efforts and time you and TMMBU have put in on my behalf.

I would like to go on record as strongly disagreeing with (1) the assessment of my position by Koff & Associates despite the facts and reasoning provided to them about my actual duties; (2) how HR has been nonresponsive to addressing the consultant's reasoning for recommending me for demotion; and (3) the position HR is putting me in as a barrier to an entire unit of City employees, many of whom will benefit from the classification study.

Despite my disagreement, I will concede to the proposed compromise at this time for the benefit of my fellow employees.

Thank you, and Merry Christmas,

Christine Mabry, CPRP | Management Analyst
City of Tracy | Parks & Recreation Department
333 Civic Center Plaza | Tracy, CA 95376
Direct (209) 831-6232 | Fax (209) 831-6218

From: Barbara Harb <Barbara.Harb@cityoftracy.org>
Sent: Tuesday, December 22, 2020, 4:57 PM
To: Christine Mabry
Cc: Ed Lovell
Subject: W2W Classification Study

Christine,

We are preparing our final proposal to HR and your classification is the last classification that is still in dispute. Unless we can come to agreement on your recommended job specification, HR will be unable to include TMMBU in the recommendations to the City Council proposed for January 2021 . After discussions with you, your dept. head (Brian MacDonald), and the HR Director, we believe we have come to a reasonable, albeit not completely satisfactory, compromise as it relates to your classification.

TMMBU will accept the proposed job classification recommendation by Koff & Associates provided for the following:

1. The incumbent in the position be Y-rated and the City stay the management benefits of management leave (104 hrs/annually, prorated) and management pay (\$960 annually paid equally each pay period) until June 30, 2021;
2. The City seek further clarification on the job classification recommendation as proposed by Koff & Associates in an effort to provide a more detailed response and explanation on the recommendation to TMMBU and the incumbent;
3. The incumbent, currently holding a classification of Management Analyst I, be placed on a reinstatement list for a Management Analyst I/II classification for a period of 1 year from the effective date approved by City Council. TMMBU and the incumbent understand that the incumbent will not be eligible to be placed non-competitively in a position that is a higher classification than the classification the incumbent currently holds.

I think we can all agree that this was not the final result we hoped. Please let us know your thoughts on this proposal as we would like to finalize our recommendation to HR tonight.

Thank you, Christine. I am sorry we couldn't do more for you.

Barb

From: [Christine Mabry](#)
To: [Brian MacDonald](#)
Cc: [Barbara Harb](#)
Subject: RE: Follow Up
Date: Wednesday, December 23, 2020 10:38:00 AM

Thanks, Brian. To be clear, I only conceded because of my many coworkers who would be affected if negotiations regarding my position continued and HR pulled the bargaining unit from the Staff Report, and I couldn't do that; it would be wrong. I don't actually agree with any of this, and I am beyond disappointed with City leadership.

Christine Mabry, Management Analyst, CPRP | Parks & Recreation Department
333 Civic Center Plaza, Tracy, CA 95376
Office (209) 831-6200 | Direct (209) 831-6232
christine.mabry@cityoftracy.org

From: Brian MacDonald <Brian.MacDonald@cityoftracy.org>
Sent: Wednesday, December 23, 2020 10:32 AM
To: Christine Mabry <christine.mabry@cityoftracy.org>
Subject: Follow Up

Good morning Christine - I just spoke with our HR Director and she advised me that the City and your bargaining group came to an agreement last night and I agree with their conclusion. I hope you have a good holiday season and look forward to working with you in the new year.

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ITEMS FROM THE AUDIENCE

From: Jonathan Hawes [REDACTED]
Sent: Tuesday, February 2, 2021 12:48 PM
To: Web - City Clerk <CityClerk@cityoftracy.org>
Subject: Public comment for next city council meeting

Good evening. My name is Jonathan Hawes. I served as El Monte City Clerk from 2013 to 2018. Since 2015 I have been a whistleblower on Andre Quintero and Team El Monte's embezzlement of \$10 million from the El Monte Promise Foundation scholarship fund. I have interviewed dozens of El Monte residents who have privately confirmed that Promise funds were used for fraudulent trips to Vietnam and Haiti, a bogus consultant in Salt Lake City, house repairs, and other criminal activities. I have myself been interviewed by the FBI about two dozen times. Documents proving the embezzlement have been submitted to the FBI and the District Attorney's Office and are now available to the public online (https://drive.google.com/file/d/1v434alh1dkikaj4TCNZLMSZkhftmtA8f/view?usp=drive_web). I am asking the Tracy City Council to call out these crimes and protect the vulnerable residents of one of the poorest cities in southern California. El Monte children, who should've been provided with college scholarships, were robbed. Andre Quintero and Team El Monte members must go to prison. If you have any questions, please call or text me at (626) 863-2149. Thank you.