



SENT TO COUNCIL:

Memorandum

TO: HONORABLE MAYOR AND
CITY COUNCIL

FROM: Sara L. Hensley

SUBJECT: FAMILY CAMP MANAGER

DATE: 02-11-04

Approved

Date

INFORMATION

Recruitment Process

The purpose of this memorandum is to provide a chronology of events related to the selection process for the Family Camp Manager position.

The recruitment process to date has consisted of two sets of interviews, the first on October 16, 2003 when Tom Borup participated, and the second on December 10th when three additional candidates were interviewed. Interviews were conducted on both occasions by the same panels with the same questions. Panel members included representatives from the Friends of Family Camp, the YMCA, and City staff.

While candidates were notified on October 22 and December 17 that they were not selected to continue in the process, staff did not notify the remaining candidates, including Tom Borup, that they were finalists. However, in subsequent conversations with his supervisor, Tom was advised that he was “still in the running” for the permanent position.

The recruitment process was reviewed by staff from Employee Services and their findings were that it followed civil service rules and regulations. Their additional recommendation is to proceed with filling this position on a permanent basis. Employee Services will lead the effort for final interviews to continue a fair process.

The Department’s intent is to complete the process for the permanent Camp Manager by March 5, 2004. One final interview needs to be conducted and Tom Borup will be invited to interview.

Leadership from the Camp Manager is essential in realizing these program goals in order for Family Camp to grow to the next level:

- 100% cost recovery for direct operations of camp and 90% overall customer satisfaction
- leadership in developing systems that improve operations and adhere to City policies
- leadership to build a broad based team to implement activities and programs at camp that continue to foster the mission of camp being a place that creates family memories for young families with children

- leadership and planning to work collaboratively with the Friends of Family Camp to productively utilize their skills in developing a work plan that meets mutual expectations and priorities for the camp
- to operate camp in a professional and responsible manner

Contract Information

Tom Borup faxed a letter to his supervisor on January 26 listing four conditions for continued contractual employment with City of San Jose. He requested an affirmative answer by February 3rd otherwise he would submit his resignation. The conditions were:

- compensation to be at the “top scale” of recreation supervisor, \$75,129, plus an additional \$12,000 for a total of \$87,129
- will not attend weekly training sessions for the seasonal camp staff in San Jose or work in San Jose other than important meetings
- retains the authority to hire and fire at will, including hiring returning staff without an interview process
- term of employment contract from February 2004 to December 2005
- City to hire a competent assistant manager to be trained to take Tom’s place as manager

The Department was not able to meet Tom’s conditions of employment because the salary demand exceeded typical starting salary (3rd step) for new employees, the Department did not agree that it was acceptable for Camp Manager to not be present at staff trainings and meetings in San Jose, sole authority for hiring and firing staff is not typically given to one manager, and the term exceeded the usual one year contract term.

Given this challenge and as a stop-gap measure, the Department set to work on identifying existing staff that had the necessary skill set to prepare and operate camp this season. An interim team was assembled who is responsible for preparing the camp by making the necessary physical repairs to tents, platforms, furniture, and other structures, organizing the needed equipment, supplies and materials to be on-hand, hiring and training the seasonal staff, coordinating weekend work parties utilizing volunteer labor by concentrating on the priority projects to be completed. They will also operate the camp during the camping season attending to daily meal service, recreational programming, fiscal management, cash handling, facility maintenance and staff supervision.

In conclusion, final interviews of four candidates including Tom Borup will be conducted. A selection and offer of employment will be made to one of these candidates as the permanent Camp Manager. He/she will work alongside the interim staff this season and will assume full camp operational responsibilities next season.

SARA L. HENSLEY
Director of Parks, Recreation and
Neighborhood Services