

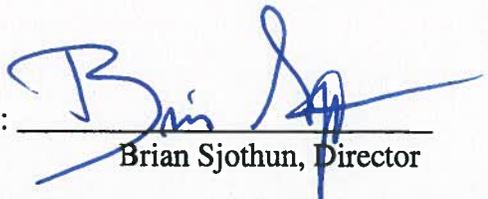
MEDFORD PARKS & RECREATION

HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

TO: CAPRA File for Standard 4.3 – Job Analyses for Job Descriptions
FROM: Brian Sjothun - Director
SUBJECT: Annual Review of CAPRA 4.3 Standard
DATE: January 5, 2016

A review of 4.3 – Job Analyses for Job Descriptions was completed during the Leadership Team staff meeting on Feb 16, 2016 that was attended by all Department Supervisory staff. All evidence of compliance items were updated as part of the review. A Copy of the review and meeting agenda is attached.

Staff Name: Brian Sjothun
Title: Director

APPROVED: 
Brian Sjothun, Director



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AGENDA PARKS AND RECREATION – LEADERSHIP TEAM February 16, 2016 10:00 am Santo Community Center

1. **Open Streets Presentation – Carla Paladino, Planning Dept**
2. **CAPRA**
Brian
 - 1.6 Policies, Rules, Regulations and Operational Procedures
 - 1.7 Agency Relationships
 - 1.7.1 Operational Coordination and Cooperation Agreements
 - 2.1 Overall Planning Function within Agency
 - 4.1.1 Code of Ethics
 - 4.1.10 Promotion
 - 4.3 Job Analyses for Job Description
 - 4.4.1 Leadership Succession Procedure
 - 5.1.1 Comprehensive Revenue Policy
 - 5.1.2 Agency Acceptance of Gifts and Donations
 - 5.1.3 Grants Procedures
 - 5.1.4 Private, Corporation and Non-Profit Support Procedures
 - 5.2 Fiscal Management Procedures
 - 5.2.1 Authority and Responsibility for Fiscal Management
 - 5.5.1 Supplemental/Emergency Appropriations Procedures
 - 8.6 Emergency Management Planning
 - 9.3 ADA Compliance and Face-to-Face Resolution
Sue
 - 1.4 Mission
 - 4.1 Personnel Policies and Procedures Manual
 - 4.1.12 Grievance Procedures
3. **Written Communications Seminar**
4. **Strategic Plan Update**
5. **News from the Hall**
6. **Around the Table**



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