

**Hayward Area Recreation and Park District  
Recreation Organizational Assessment  
RFP Questions and Answers  
Posted September 7, 2022**

**First Set of Questions:**

- Please let us know exactly how many classifications and how many people within each classification are going to be part of the study.
- Can you tell us the distribution of full-time versus part-time staff?

**District Answer:**

This organizational assessment is focused on full-time positions. There will be ten classifications that will be part of the study. Please see table below for classification titles and current number of staff in the classification. Please note the current number of staff does not include current vacancies within those classifications.

<b>Classification</b>	<b>Number of Staff in Classification</b>
Clerk II	2
Customer Service Supervisor	1
Maintenance & Construction Foreman	1
Program Leader I	0
Program Leader II	0
Program Leader III	2
Recreation Coordinator I	1
Recreation Coordinator II	4
Recreation Supervisor	4
Recreation, Arts and Community Services Director	1
Special Needs Program Leader	1

To provide a response regarding the number of hourly employees, on a year-round basis, the District employs approximately 100 hourly employees. In the summer months, the number increases to approximately 220.

**Second Set of Questions:**

- Does this project have a maximum budget? If so, what is the budget limitation?
- Does HARD have a specific event or pending initiative that the assessment will influence or impact?

**District Answer:**

1. This project does not have a maximum budget.
2. Once the organizational assessment is complete, the District will evaluate whether to implement any organizational or structural changes that are recommended as part of the study.