

City and County of San Francisco



Department of Human Resources

Gavin Newsom
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: June 30, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 51 FY 2009/2010 (copy attached)**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective June 30, 2010.

Micki Callahan
Human Resources Director

by: _____

A handwritten signature in black ink, appearing to be "Steve Ponder", written over a horizontal line.

Steve Ponder
Classification and Compensation Manager
Human Resources

CC: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Rule 109. In the absence of requests to meet addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 51
Fiscal Year: 2009/2010
Posted Date: June 22, 2010

***AMEND THE FOLLOWING JOB SPECIFICATION:
(Final job specification attached.)***

Item #	DEPT/ DIVISION	Class/Title
1	REC	3283 Recreation Specialist

For additional information regarding the above proposed action, please contact Cathy Abela at (415) 557-4933 or email her at Cathy.Abela@sfgov.org.

Requests to meet on an item should be addressed to the Human Resources Director, 1 South Van Ness, 4th Floor, San Francisco, CA 94103. All requests must be received in writing no later than close of business seven (7) calendar days from the posting date. FAX'd copies will be accepted as timely with original to follow. Copies of this notice may be obtained from the Information Center, 1 South Van Ness, 4th Floor or from DHR's website at: <http://sfdhr.org/index.aspx?page=109>

cc: All Employee Organizations
All Departmental Personnel Officers
Anita Sanchez, CSC
Harvey Rose, Budget Analyst
Christina Fong, DHR
Carmela Villasica, DHR
Linda Cosico, DHR
RAS Team Leader(s)
DHR Support Services
Martin Gran, DHR
Steve Ponder, DHR
Cathy Abela, DHR
Clare Leung, MTA
Suzanne Wong, MTA
File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recreation Specialist
Job Code: 3283**

INTRODUCTION

Under direction, the Recreation Specialist coordinates and presents specialized recreation programs and activities at an assigned recreation facility in one of the following recreation program categories: after-school care, teen musical theater, therapeutic recreation for people who are deaf/hard of hearing, blind/visually impaired or people with other disabilities, or other specialized recreation program categories. The Recreation Specialist promotes program activities, conducts program administration functions, and performs related duties as assigned.

DISTINGUISHING FEATURES

The 3283 Recreation Specialist is distinguished from the 3279 Recreation Leader in that the lower class performs facility monitoring or delivers routine recreation programs or activities. The 3283 Recreation Specialist provides specialized programs and is responsible for the administration of the programs.

SUPERVISION EXERCISED: May supervise incumbents in class 3279 Recreation Leader

MAJOR, IMPORTANT, AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Plans, conducts, and evaluates specialized recreation programs and activities at an assigned recreation facility pertaining to after school care, teen musical theater, programs for people who are deaf/hard of hearing, blind/visually impaired or people with other disabilities.
2. Assists in developing goals and objectives for specialized recreation programs
3. Selects and purchases materials and supplies for specialized recreation programs
4. Promotes and publicizes programs; prepares marketing material including flyers, schedules of events, brochures and activity guides
5. Supervises, trains and evaluates assigned recreation leader staff
6. Conducts program administration and registration functions
7. Interacts with community groups and members of the public to keep program elements responsive to community need; builds community support and loyalty for specialized recreation programs

IMPORTANT AND ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: specialized recreation program requirements for the specific program area (i.e., after school care, teen musical theater, programs for people who are deaf/hard of hearing, blind/visually impaired or people with other disabilities); methods and principles in conducting program for the target program audience and age cohort; principles and practices of basic first aid; modern office practices, methods, and equipment, including computers; and pertinent federal, state, and local laws and regulations pertaining to the assigned specialized recreation

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Recreation Specialist

Job Code: 3283

delivery.

Ability to: design creative and stimulating activities and program elements to meet the specialized recreation program requirements; use database systems (e.g., CLASS) for program administration and registration; work effectively and positively with the target population for specialized recreation program; communicate clearly and appropriately orally and in writing; and work independently with minimal supervision.

MINIMUM QUALIFICATIONS

These minimum qualifications are to be used as a guide for establishing the education, training, experience, special skills and/or license which may be required for employment in the class. Although these minimum qualifications are typical of the class, additional minimum qualifications and special conditions may apply to a particular position and will be stated on the job announcement.

1. Possession of a baccalaureate degree from an accredited four-year college or university with major course work in Parks and Recreation, Therapeutic Recreation, Physical Education, Sports Management, Event Management, Facility Management, or Arts;
OR
2. Possession of a baccalaureate degree from an accredited four-year college or university and one year (2,000 hours) of experience leading recreational activities of children, teenagers or adults at a park, playground, school, recreation center or community center;
OR
3. Four years (8,000 hours) of experience leading recreational activities of children, teenagers or adults at a park, playground, school, recreation center or community center;
AND
4. Three years (6,000 hours) of experience in developing recreation programs for people who are deaf/hard of hearing, blind/visually impaired or people with other disabilities;
OR
5. Three years (6,000 hours) of experience in developing after-school recreation programs;
OR
6. Two years (4,000 hours) of experience in the direction of teen musical theater.

Substitution: An equivalent combination of qualifying education and experience as described above.

Note: As a condition of continued employment, some positions in designated specialty areas must obtain the appropriate certification listed below within the designated period of time.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recreation Specialist
Job Code: 3283**

LICENSE AND CERTIFICATION

1. Recreation Specialist for people who are deaf/hard of hearing, blind/visually impaired or people with other disabilities ~~Hearing and Sight Impaired Programs~~ must complete or provide transcripts of 24 units of therapeutic recreation content courses from an accredited institution program that meet the National Council for Therapeutic Recreation Certification (NCTRC) course content standards as defined by the current NCTRC Job Analysis (www.nctrc.org) within 24 months of the date of hire.
2. Recreation Specialist for After-school Care Programs must obtain a Certificate of Achievement in Child Development: School-Age Care issued by City College of San Francisco within 18 months of the date of hire (an equivalent certification from another institution may be accepted).
3. Recreation Specialist for Teen Musical Theater must obtain a Certification from an accredited program in dance choreography or dance teacher training within 12 months of the date of hire.

PROMOTIVE LINES

To: 3286 Recreation Coordinator

ORIGINATION DATE: 5/19/10

AMENDED DATE: 6/30/10

REASON FOR AMENDMENT *To accurately reflect the current tasks, knowledge, skills and abilities defined in the most recent job analysis conducted for this job code.*

BUSINESS UNIT(S): COMMN