

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: July 15, 2010

Re: **Notice of Proposed Classification Actions –Final Notice No. 03 FY 2010/2011 (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 July 15, 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: 03
Fiscal Year: 2010/2011
Posted Date: July 07, 2010

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

Item #	DEPT/ DIVISION	Class/Title
1	REC	3279 Recreation Leader

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>

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

**Title: Recreation Leader
Job Code: 3279**

INTRODUCTION

This specification defines and describes the range of duties included within the levels of class 3279 Recreation Leader. Depending on the appointment level within this class, incumbents may perform facility monitoring or deliver recreation programs.

The three levels are summarized below:

Level I Recreation Leader - Facilities. Under supervision of the Facility Coordinator, Recreation Supervisor or Neighborhood Service Area Manager, the Recreation Leader performs facility monitoring work, light office tasks, customer service duties, set up and take down of tables and chairs and occasional janitorial tasks; and performs related duties as required.

Level II Recreation Leader - Program Provider. Under supervision of the Program Coordinator, Recreation Supervisor or Neighborhood Service Area Manager, the Recreation Leader is responsible for delivery of recreation programs and activities. May also be responsible for the set up and take down of tables and chairs and occasional janitorial tasks; and performs related duties as required.

Level III Recreation Leader - Certified Program Provider. Under supervision of the Program Coordinator, Recreation Supervisor or Neighborhood Service Area Manager, the Recreation Leader is responsible for the delivery of all Certified recreation, leisure and sport programs and activities in which the Recreation and Parks Department require the employee to be certified. May also be responsible for the set up and take down of tables and chairs and occasional janitorial tasks; and performs related duties as required.

DISTINGUISHING FEATURES

The Recreation Leader level I performs facility monitoring, while level II and III are responsible for recreation, leisure and sport programs and activities. Level II is distinguished from level III in that the latter is responsible for delivery of all recreation programs and activities that require certification.

SUPERVISION EXERCISED: Some positions may supervise temporary or seasonal workers.

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.

Level I Recreation Leader - Facilities:

1. Set up and break down for courses including tables, chairs, audio-visual equipment and other related material and equipment
2. Incorporate core recreation values into the activities in a developmentally appropriate manner
3. Keep equipment, binder, and supplies in order, well maintained, and in the proper location
4. Complete and submit paperwork accurately (timesheets, lesson plans, certifications, materials & supply requests, etc)

Level II Recreation Leader - Program Provider:

1. Teach age-appropriate skills in a progressive sequence by running organized and well executed classes

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

Title: Recreation Leader

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(e.g. participants not idle or in long lines)

2. Account for all participants in program, take attendance regularly and enter into CLASS system, and follow check in/out procedures
3. Plans classes and secures materials and equipment for participants to use
4. Set up and break down for course including tables, chairs, audio-visual equipment and other related material and equipment
5. Incorporate core recreation values into the activities in a developmentally appropriate manner
6. Keep equipment, binder, and supplies in order, well maintained, and in the proper location
7. Complete and submit paperwork accurately (timesheets, lesson plans, certifications, materials & supply requests, etc)

Level III Recreation Leader - Certified Program Provider:

1. Teach age-appropriate skills in a progressive sequence by running organized and well executed Certified classes (e.g. participants not idle or in long lines)
2. Account for all participants in program, take attendance regularly and enter into CLASS system, and follow check in/out procedures
3. Plans classes and secures materials and equipment for participants to use
4. Set up and break down for course including tables, chairs, audio-visual equipment and other related material and equipment
5. Incorporate core recreation values into the activities in a developmentally appropriate manner
6. Keep equipment, binder, and supplies in order, well maintained, and in the proper location
7. Complete and submit paperwork accurately (timesheets, lesson plans, certifications, materials & supply requests, etc)

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: methods and principles in instructing groups of children, teens, and adults; and knowledge of special skill areas, such as games, arts and crafts, dance, drama, music or sports.

Ability to: input data into CLASS database system using computers; communicate orally using the English language in a one-on-one or group setting; demonstrate good judgment; evaluate recreation or league activities; handle minor conflicts and administer conflict resolution; stimulate and maintain interest in recreation activities, work with City staff and groups of all ages and various ethnic backgrounds; work safely without presenting a direct threat to self or others, produce written documents in the English language using pen, pencil and computer; and ability to monitor and lead a variety of recreational activities.

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.

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

Title: Recreation Leader

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1. Possession of a High School Diploma or GED and
2. 1000 hours of recreation experience delivering instructions/programs

Special Conditions:

1. Recreation Program Provider: 1000 hours of direct experience delivering recreation, cultural or athletic instructions/programs.
2. Certified Recreation Program Provider: 1000 hours of direct experience delivering recreation, cultural or athletic instructions/programs and possession of certification required by the Recreation and Park Department and issued by the professional organization in the specific programming field.

LICENSE AND CERTIFICATION

Certification for First Aid within three (3) months of appointment.

PROMOTIVE LINES

ORIGINATION DATE: 4/14/10

AMENDED DATE: 7/15/10

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