NOTICE OF FINAL ACTION TAKEN BY THE HUMAN RESOURCES DIRECTOR

Date: April 21, 2011

Re: Notice of Proposed Classification Actions – Final Notice No. 47 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 April 21, 2011.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
   All Departmental Personnel Officers
   Micki Callahan, DHR
   Martin Gran, DHR
   Carmela Villasica, DHR
   Linda Cosico, DHR
   Christina Fong, DHR
   Rich David, DHR
   Anita Sanchez, CSC
   Debra Nebreda, CON
   Tinhua Luong, CON
   Maria Newport, SFERS
   Clare Leung, MTA
   RAS Team Leader(s)
   DHR Support Services
   E-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: 47
Fiscal Year: 2010/2011
Posted Date: April 8, 2011

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

<table>
<thead>
<tr>
<th>Item #</th>
<th>Class/Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3279 Recreation Leader</td>
</tr>
</tbody>
</table>

For additional information regarding the above proposed action, please contact Carmela Villasica at (415) 557-4928 or email her at Carmela.Villasica@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
    Christina Fong, DHR
    Carmela Villasica, DHR
    Linda Cosico, DHR
    RAS Team Leader(s)
    DHR Support Services
    Martin Gran, DHR
    Steve Ponder, DHR
    Maria Newport, SFERS
    Clare Leung, MTA
    Suzanne Wong, MTA
    File
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
Title: Recreation Leader
Job Code: 3279

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 (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
Title: Recreation Leader
Job Code: 3279

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.

Level I
1. Possession of a High School Diploma or GED and
2. 500 hours of recreation experience delivering instructions/programs

Level II
1. Possession of a High School Diploma or GED and
2. 1000 hours of direct experience delivering recreation, cultural or athletic instructions/programs.

Level III
1. Possession of a High School Diploma or GED and
2. 1000 hours of direct experience delivering recreation, cultural or athletic instructions/programs and
3. 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
Title: Recreation Leader
Job Code: 3279

ORIGINATION DATE: 4/14/10

AMENDED DATE: 7/15/10; 4/21/11

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