NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR

Date: August 8, 2012
Re: Notice of Proposed Classification Actions –Final Notice No.2 FY 12/13 (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 August 7, 2012.

Micki Callahan
Human Resources Director

by:

Steve Ponder
Classification and Compensation Manager
Human Resources

cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Employee Relations Unit
    DHR – Class and Comp Unit
    DHR – Recruitment and Assessment Unit
    DHR – Support Services
    Micki Callahan, DHR
    Anita Sanchez, CSC
    Linda Cosico, DHR
    Maria Newport, SFERS
    E-File
NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR

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

Posting No: 2
Fiscal Year: 2012/2013
Posted Date: 07/30/2012
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached.)

<table>
<thead>
<tr>
<th>Item #</th>
<th>Job Code</th>
<th>Title</th>
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<tr>
<td>1</td>
<td>3283</td>
<td>Recreation Specialist</td>
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For additional information regarding this proposed classification action, please contact Christina Penland, Senior Classification and Compensation Analyst, at (415) 557-4848 or by email at Christina.Penland@sfgov.org.

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the effected parties.


cc: All Employee Organizations
    All Departmental Personnel Officers
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    DHR – Class and Comp Unit
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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 or other specialty areas.

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 KNOWLEDGES, SKILLS, AND ABILITIES
Title: Recreation Specialist  
Job Code: 3283

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 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 establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education/Training:

1. Possession of a baccalaureate degree from an accredited college or university with major course work in Parks and Recreation, Recreation Administration, Therapeutic Recreation, Physical Education, Sports Management, Event Management, Facility Management, Leisure Studies, Kinesiology or a closely related field; OR

2. Possession of a baccalaureate degree from an accredited college or university and one (1) year of experience leading recreational or sports activities of children, teenagers or adults at a park, playground, school, recreation center or community center.

AND Experience:

1. Three (3) years of full-time experience in developing recreation programs for people who are deaf/hard of hearing, blind/visually impaired or people with other disabilities; OR

2. Two (2) years of experience in developing after-school recreation programs. Because of the nature of after-school programs, experience less than full-time but at a minimum of twenty (20) hours per week is considered qualifying; OR

3. Two (2) years of full-time experience in the direction of teen musical theater; OR

4. One (1) year of full-time experience in developing and implementing programming for competitive youth sports or outdoor/extreme sports. Experience as a coach does not qualify. Experience managing a sports league with a minimum of four (4) teams is considered qualifying.
Substitution:

Additional experience leading recreational or sports activities of children, teenagers or adults at a park, playground, school, recreation center or community center may be substituted for the required degree on a year for year basis. Thirty (30) semester units or forty-five (45) quarter units equal one (1) year.

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.

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 twenty-four (24) units of therapeutic recreation content courses from an accredited institution program that meet the National Council for Therapeutic Recreation Certification (NCTRC) standards as defined by the current NCTRC Job Analysis (www.nctrc.org) within twenty-four (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 eighteen (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 twelve (12) months of the date of hire.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 3286 Recreation Coordinator

ORIGINATION DATE:

AMENDED DATE: 6/30/2010, 08/07/2012

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