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: | 31 |
| Fiscal Year: | 2015/2016 |
| Posted Date: | 10/05/2015 |
| Reposted Date: | 10/19/2015 |

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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<tbody>
<tr>
<td>1</td>
<td>3210</td>
<td>Swimming Instructor/Pool Lifeguard</td>
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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 affected parties.

For additional information regarding this proposed classification action, please contact Rich David, Senior Classification and Compensation Analyst, at (415) 557-4965 or by email at Rich.David@sfgov.org.


cc: All Employee Organizations
    All Departmental Personnel Officers
    DHR – Class and Comp Unit
    DHR – Client Services Unit
    DHR – Employee Relations Unit
    DHR – Recruitment and Assessment Unit
    DHR – Client Services Support Services
    Micki Callahan, DHR
    Michael Brown, CSC
    Sandra Eng, CSC
    Maria Newport, SFERS
    Risa Sandler, Controller/Budget Division
    Devin Macaulay, Controller/ Budget Division
    Theresa Kao, Controller/ Budget Division
    Drew Murrell, Controller/ Budget Division
    Alex Koskinen, Controller/ Budget Division
    E-File
INTRODUCTION

Under general supervision, is responsible for the safety of swimmers and enforcement of regulations at a municipally-operated swimming pool. The essential functions of the class include: maintaining discipline in and around swimming pool; conducting rescue operations; administering CPR and First Aid; conducting classes in various phases of swimming, diving and other aquatic activities; coaching swimming teams or other aquatic and sporting groups; directing communication and contact with swimmers and the general public; cleaning and disinfecting the pool, decks, showers, locker rooms and aquatic equipment; writing reports; preparing the pool for aquatic programs; performing some of the duties associated with Class 3213 Aquatic Facility Assistant Supervisor 3214 Senior Swimming Instructor in that individual's absence and performing related duties as required.

DISTINGUISHING FEATURES

The Swimming Instructor/Pool Lifeguard position is distinguished from positions in the 3213 Aquatic Facility Assistant Supervisor and 3215 Aquatic Facility Supervisor 3214 Senior Swimming Instructor classifications in that the latter supervises the operation of a swimming pool and all assigned personnel. In the absence of the 3213 Aquatic Facility Assistant Supervisor and 3215 Aquatic Facility Supervisor 3214 Senior Swimming Instructor, the 3210 Swimming Instructor/Pool Lifeguard serves as a lead worker over 3208 Pool Lifeguards and 3209 Swimming Instructors 3302 Vendors and 3204 Swimming Pool Cashiers assigned at a pool. In addition, positions in classes 3213 Aquatic Facility Assistant Supervisor and 3215 Aquatic Facility Supervisor 3214 are responsible for developing and implementing aquatics programs, whereas positions in the 3210 Swimming Instructor/Pool Lifeguard classification conduct the aquatic activities developed by the 3213 Aquatic Facility Assistant Supervisor and 3215 Aquatic Facility Supervisor 3214 Senior Swimming Instructor.

SUPERVISION EXERCISED

None.

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. Maintains discipline in and around swimming pool to prevent accidents.

2. Conducts rescue operations; administers CPR and First Aid.

3. Conducts classes in various phases of swimming, diving and other aquatic activities to diverse age groups.
Title: Swimming Instructor/Pool Lifeguard
Job Code: 3210

4. Coaches swimming teams or other aquatic/sporting activities.

5. Directs communication and contact with swimmers and the general public.

6. Cleans and disinfects the pool, decks, showers, locker rooms and equipment used for aquatic programs.

7. Writes reports of accidents and incidents; prepares work order for service and order forms for supplies.

8. Prepares the pool for various aquatic programs, i.e.: lane lines, exercise equipment and floatation devices.

9. Performs some of the duties associated with the 3213 Aquatics Facility Assistant Supervisor Senior Swimming Instructor in that individual's absence.

10. Collecting fees and tracking attendance.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: techniques used for teaching and coaching swimming, diving and other related aquatic recreational programs; safety methods and procedures necessary to ensure public safety in and around a pool; policies and procedures in a swimming pool facility.

Ability and Skill to: communicate orally and in writing; teach classes in swimming, water exercise, water safety and other recreational programs.

Skill to: rescue submerged victim and remove from water; perform first aid and cardiopulmonary resuscitation.

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:

Experience:

1,040 hours of Six months recent verifiable experience working as a swimming instructor and/or lifeguard.
Title: Swimming Instructor/Pool Lifeguard  
Job Code: 3210

License and Certification:

Lifeguard Training; Water Safety Instruction; CPR for the Professional Rescuer (CPRFPR); Title 22 - First Aid for Lifeguards/Public Safety Personnel.

Essential duties require the following physical skills and work environment:  Sufficient strength and coordination to rescue submerged victim and remove from water.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE:  4/7/99

AMENDED DATE:  10/1/99, 10/XX/15

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 SFCCD