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: 39
Fiscal Year: 2015/2016
Posted Date: 10/19/2015
Reposted Date: N/A

ESTABLISH 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>3278</td>
<td>Recreation Facility Assistant</td>
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</table>

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 supervision, the Recreation Facility Assistant performs facility monitoring work, light office tasks, customer service duties, set up and take down of tables and chairs and occasional janitorial tasks.

DISTINGUISHING FEATURES

3278 Recreation Facility Assistants performs facility monitoring, while 3279 Recreation Leaders are responsible for recreation, leisure and sport programs and activities.

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.

1. Open/close, set up, monitor and maintain department facilities including the set up and break down for courses including tables, chairs, audio-visual equipment and other related material and equipment and light custodial functions.
2. Greet, register and answer the questions of visitors.
3. Issue/receive, maintain and monitor use of recreation equipment and supplies.
4. Performs routine clerical work such as answer phones and complete and submit paperwork accurately (certifications, materials & supply requests, etc.)

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: Customer service principles and general computer software.

Ability and Skill to: Input data into recreation management database system using computers; communicate orally using the English language in a one-on-one or group setting; demonstrate good judgment; monitor and report to 3286 Facility Coordinator recreation or league activities; handle minor conflicts and administer conflict resolution; outreach and promote 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 program participants and assist recreation staff with facility needs for a variety of recreational activities.
Title: Recreation Facility Assistant  
Job Code: 3278

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:
Possession of a High School Diploma or equivalent (GED or High School Proficiency Examination) and

Experience:
500 hours of recreation or facility monitoring

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

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 10/XX/15

AMENDED DATE:

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