

City and County of San Francisco



Department of Human Resources

Edwin Lee
Mayor

Micki Callahan
Human Resources Director

**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: August 9, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 3 FY 16/17 (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 9, 2016.

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 Director
Human Resources

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 Operations
Micki Callahan, DHR
Michael Brown, CSC
Sandra Eng, CSC
Christopher Colandene, SFERS
Devin Macaulay, Controller/ Budget Division
Theresa Kao, Controller/ Budget Division
Drew Murrell, Controller/ Budget Division
Alex Koskinen, Controller/ Budget Division
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: 03
Fiscal Year: 2016/2017
Posted Date: 07/28/2016
Reposted Date: N/A

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

Item #	Job Code	Title
1	3279	Recreation Leader
2	3283	Recreation Specialist
3	3286	Recreation Coordinator

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 Victor H Vallejo, Clerk, at (415) 557-4894 or by email at Victor.h.Vallejo@sfgov.org.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: <http://www.sfgov3.org/index.aspx?page=328>.

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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 deliver recreation programs. The three levels are summarized below:

Level I Recreation Leader – Program Assistant. Under supervision of the Recreation Coordinator, Recreation Supervisor or Division Manager, the Recreation Leader performs program support 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 3279 Recreation Leader level I performs program support, while the 3278 Recreation Facility Assistant performs facility monitoring. The Recreation Leader level II and III are responsible for delivery of 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 – Program Assistant:

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,

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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 database 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 database 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.

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Ability and Skill to: input data into 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 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)

Experience:

500 hours of recreation experience delivering instructions/programs (Levels II and III require an additional 500 hours of experience).

License and Certification:

Level III requires possession of certification required by the Recreation and Park Department and issued by the professional organization in the specific programming field.

Substitution:

12 units of college course work or certified recreation-related (including cultural arts) certificate course work may be substituted for 250 hours of experience.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 4/14/10

AMENDED DATE: 7/15/10; 4/21/11; 08/09/16

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.*

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

BUSINESS UNIT(S): **COMMN**

**CITY AND COUNTY OF SAN FRANCISCO
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Title: 3283

Job Code: Recreation Specialist

INTRODUCTION

Under direction, the Recreation Specialist coordinates and presents specialized recreation programs and activities at an assigned recreation facility.

DISTINGUISHING FEATURES

The 3283 Recreation Specialist is distinguished from the 3279 Recreation Leader in that the lower class delivers routine recreation programs or activities. The 3283 Recreation Specialist provides specialized programs and is responsible for the planning and administration of the programs.

SUPERVISION EXERCISED

May supervise recreation staff.

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, implements, and evaluates specialized recreation programs and activities at an assigned recreation facility.
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 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

Knowledge of: specialized recreation program requirements for a specific program area; 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

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Title: 3283

Job Code: Recreation Specialist

the assigned specialized recreation delivery.

Ability and Skill to: design creative and stimulating activities and program elements to meet the specialized recreation program requirements; use database systems (e.g., online database system) for program administration; 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:

Possession of an associate degree from an accredited college or university.

Experience:

2000 hours of experience planning and implementing recreation programs.

Substitution:

Additional experience leading recreational activities may be substituted for the required degree on a year for year basis. Thirty (30) semester units or forty-five (45) quarter units equal to 2000 hours. (www.nctrc.org)

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

To: 3286 Recreation Coordinator

ORIGINATION DATE: 05/27/2010

AMENDED DATE: 6/30/2010; 08/07/2012; 08/09/16

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

**CITY AND COUNTY OF SAN FRANCISCO
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**Title: Recreation Coordinator
Job Code: 3286**

INTRODUCTION

Under general supervision, the Recreation Coordinator is responsible for the supervision, coordination, planning, development, and evaluation of community recreation programs in a specific area of recreation occurring at various community recreation facilities; or provides multipurpose facility supervision supporting a specific area of recreation occurring at various facilities; and performs related duties as required.

Requires responsibility for analyzing community and group recreational needs, in selecting and adapting programs to meet those needs, in procuring the materials and resources necessary for implementing recreation programs, and in making the most effective use of the facilities and staff.

DISTINGUISHING FEATURES

Class 3286 Recreation Coordinator is distinguished from the lower recreation classes in that the lower classes perform routine recreation duties or assists at a large recreational unit with a recreation program. The 3286 Recreation Coordinator is responsible for the supervision of the programs or the facility.

SUPERVISION EXERCISED

Incumbents in Class 3286 Recreation Coordinator supervise subordinate staff leading recreation activities or providing general monitoring at the facilities.

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.

Recreation Facility Coordinator:

1. Develops and conducts surveys of parents, communities and the general public regarding recreation programs and facility use; compiles data and recommends new programs or revisions to existing programs based on survey results.
2. Prepares quarterly recreation program recommendations; implements programs upon approval of Supervisor; reviews and prepares general recreation program policy recommendations.
3. Maintains the Site Emergency Action Plan and coordinates periodic safety inspections and maintenance of facilities and grounds.
4. Prepares daily, weekly and seasonal schedules of events and activities of assigned community recreation center; plans, organizes and coordinates special programming such as sports tournaments and holiday events and supervises designated staff.

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**Title: Recreation Coordinator
Job Code: 3286**

5. Coordinates and staffs an advisory council to the community center, monitors expenditures of advisory council funds, compiles data and prepares financial reports.
6. Compiles statistical data and prepares reports on attendance, facility use and budgeted expenditures; prepares and monitors the center's annual operating budget.
7. Plans, designs and coordinates the production of marketing tools such as brochures and fliers; prepares press releases and news articles for community papers; prepares agendas and presentations for community meetings.
8. Assists in pursuing additional resources for programs through grant applications, solicitation of donations and other fund-raising activities.
9. Conducts informational meetings with staff, and volunteers concerning policies, procedures, rules and regulations related to their specific assigned activities at a community recreation center.
10. Approves the use of the facility by outside groups and ensures that they adhere to department policies and procedures.

Recreation Program Coordinator:

1. Oversees and coordinates various operations, services, and activities of an assigned recreation program including citywide cultural arts, sports and athletics, outdoor and waterfront recreation services, senior services, and youth development or special City events. Includes program development, implementation, problem solving, program evaluation, public relations.
2. Recommends and assists in the implementation of goals and objectives; establishes schedules and methods for providing assigned recreation program services; supervises designated staff and implement policies and procedures.
3. Monitors program performance; recommends and implements modifications to systems and procedures.
4. Coordinates and promotes assigned recreational programs and activities.
5. Develops staff schedules and coordinates their activities in varying locations.
6. Maintains records and develops reports concerning new or ongoing programs and program effectiveness; prepares statistical reports as required.
7. Plans, designs and coordinates the production of marketing tools such as brochures and fliers; prepares press releases and news articles for community papers; prepares agendas and presentations for community meetings.

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8. Assists in pursuing additional resources for programs through grant applications, solicitation of donations and other fund-raising activities.
9. Conducts informational meetings with staff, and volunteers concerning policies, procedures, rules and regulations related to their specific assigned activities at a community recreation center.
10. Responds to requests and inquiries from the general public; provide information regarding assigned recreational program area.
11. Conducts informational meetings with staff, coaches, and volunteers concerning policies, procedures, rules and regulations related to their specific assigned activities at a community recreation center.

IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES

Knowledge of: modern and complex principles and practices of outcome-based planning, administering, evaluating, and coordinating of recreation and community services; principles and practices of multipurpose facility management, rental, operation and supervision; budget practices; modern office procedures, methods and equipment including computers; principles of business letter writing and basic report preparation; pertinent Federal, State and local laws, codes and regulations and principles and practices of basic first aid.

Ability and Skill to: supervise, direct and coordinate the work of lower level staff; coordinate and oversee usage of assigned recreational facilities; elicit community and organizational support for the assigned community recreation center; interpret and explain City recreation program policies and procedures; recognize and address the needs of conflicting and competing recreation patrons in the community; establish and maintain effective working relationships with those contacted in the course of work, community stakeholders, community recreation center patrons, and community advisory committee members

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 Baccalaureate degree from an accredited college or university

Experience:

4000 hours of experience leading recreational activities, performing recreational support services, and/or facility monitoring (experience as a security guard is not qualifying as facility

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**Title: Recreation Coordinator
Job Code: 3286**

monitoring).

License and Certification:

Substitution:

Additional experience as described above may be substituted for the required degree on a year for year basis. Thirty (30) semester units or forty-five (45) quarter units equal to 2000 hours.

Possession of a Baccalaureate degree from an accredited college or university with major course work in Recreation, Recreation Administration, Business Management, Physical Education/Kinesiology, Performing Arts, or Visual Arts may substitute for 2000 hours of experience as described above.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

TO: 3289 RECREATION SUPERVISOR

ORIGINATION DATE: 2/23/10

AMENDED DATE: 08/09/16

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