

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: July 6, 2016

Re: **Notice of Proposed Classification Actions –Final Notice No. 100 FY 15/16 (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 July 6, 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:** 100  
**Fiscal Year:** 2015/2016  
**Posted Date:** 06/20/2016  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	3289	Recreation Supervisor

**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](mailto: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](mailto: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>.

**cc:** All Employee Organizations  
All Departmental Personnel Officers  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recreation Supervisor  
Job Code: 3289**

**INTRODUCTION**

Under general direction, assists in the planning, supervision and coordination of specialized recreation programs; may act as a consultant to recreation field staff with regard to specialized recreation activities; may supervise subordinate staff assigned to recreation specialties; performs related duties as required.

**DISTINGUISHING FEATURES**

**SUPERVISION EXERCISED**

Supervises subordinate staff assigned to recreation specialties.

**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. Supervises recreation and playground staff in regard to planning and programming recreational activities of a specialized nature for a particular area or ethnic or community group.
2. Plans and prepares general programs for area-wide or city-wide application and may requisition or otherwise make available special supplies and materials required,
3. Carries out, explains and interprets policies, rules and procedures with respect to specialized recreational activities; Participates with neighborhood activity interest groups and other agencies serving the city in interpreting recreation and specialty programs to the general public.
4. Organizes, instructs and rehearses groups for special area- or city-wide festivals and events; may conduct certain classes and lectures in a particular specialty (arts and crafts, drama, dance, camping, aquatics, photography and natural sciences).
5. Supervises all recreational facilities within a geographic area or may supervise a facility on a citywide basis in a particular recreational specialty; coordinates the use of such specialized facilities as the Junior Museum with other recreational and educational programs.
6. Assists in development of specialized courses and programs in aquatics, photography and natural sciences; may prepare releases for the news media to publicize specialized recreational programs and events.
7. Maintains records and reports; may assist in the preparation of the annual operating budget; may plan and conduct in-service training classes; prepares or directs the preparation of statistical reports on attendance and public interest in various specialized recreation programs.

**IMPORTANT AND ESSENTIAL KNOWLEDGES, SKILLS, AND ABILITIES**

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recreation Supervisor  
Job Code: 3289**

Knowledge of: Requires a thorough knowledge of recreational theory and practice as well as knowledge in such special fields as arts and crafts, aquatics, photography, drama and natural sciences.

Ability and Skill to: Plan, coordinate and supervise various types of recreational activities; explain and promote recreation programs to departmental personnel, civic and neighborhood groups and interested individuals; speak and write effectively; determine needs and submit budgetary estimates for a section of the recreation program; prepare and maintain records and reports on all activities supervised.

**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:

Requires completion of a four-year college or university with a baccalaureate degree

Experience:

Requires at least five (5) years of experience in professional recreation work, including at least two (2) years in a supervisory capacity; or an equivalent combination of training and experience.

Substitution:

Additional experience in professional recreation work may substitute for the educational requirement as described above on a year-for-year basis (up to a maximum of four (4) years. Thirty (30) semester units or forty-five (45) quarter unit equal to one year.

**SUPPLEMENTAL INFORMATION**

**PROMOTIVE LINES:**

**ORIGINATION DATE:** 03/05/1973 (Abolishes class 3290 Supervising Recreation Director)

**AMENDED DATE:** 07/06/16

**REASON FOR AMENDMENT** *To accurately reflect the current minimum qualifications and substitution language defined in the most recent job analysis conducted*

**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Recreation Supervisor  
Job Code: 3289**

*for this job code.*

**BUSINESS UNIT(S):**                      **COMMN SFMTA SFCCD SFUSD**