

City and County of San Francisco  
Micki Callahan  
Human Resources Director



Department of Human Resources  
*Connecting People with Purpose*  
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**NOTICE OF FINAL ACTION TAKEN BY THE  
HUMAN RESOURCES DIRECTOR**

Date: January 08, 2020

Re: **Notice of Proposed Classification Actions – Final Notice No. 20 FY 19/20 (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 January 08, 2020.

Micki Callahan  
Human Resources Director

by:

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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  
Sandra Eng, CSC  
Christopher Colandene, SFERS  
Theresa Kao, 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:** 20  
**Fiscal Year:** 2019/2020  
**Posted Date:** 12/31/2019  
**Reposted Date:** N/A

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

Item #	Job Code	Title
1	3208	Pool Lifeguard

**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.

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: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

cc: All Employee Organizations  
All Departmental Personnel Officers  
DHR – Class and Comp Unit  
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**CITY AND COUNTY OF SAN FRANCISCO  
DEPARTMENT OF HUMAN RESOURCES**

**Title: Pool Lifeguard  
Job Code: 3208**

**DEFINITION**

Under general direction, protects the health, safety and welfare of patrons at a municipally operated swimming pool facility. Responsibilities include maintaining discipline in and around the swimming pool; conducting rescue operations; making continuous contact with swimmers and the general public; cleaning and disinfecting the pool, decks, showers, locker rooms and aquatic equipment; and performing related duties as required.

**DISTINGUISHING FEATURES**

The 3208 Pool Lifeguard ensures safety of swimmers during all public swimming events and activities as well as for maintaining the facility for safety and cleanliness. This class is distinguished from the 3209 Swimming Instructor in that the latter is responsible for instructing, supervising, testing and the safety of all student swimmers during swimming instruction classes.

**SUPERVISION EXERCISED**

None.

**EXAMPLES OF 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. Patrol and monitor pool activities, facility patrons and swimmers to prevent accidents; identify people in distress or those in danger.
2. Conduct rescue operations; perform lifesaving techniques; assist swimmers in distress and rescue swimmers in danger; pull drowning victims out of the water; call for emergency assistance; perform first aid resuscitative measures when necessary.
3. Communicate with facility patrons; caution swimmers regarding unsafe practices and safety hazards; enforce pool rules and regulations; maintain order in and around the pool.
4. Maintain aquatic facility by inspecting and observing the pool area, lobby, change rooms and deck for safety and cleanliness; perform general pool facility maintenance duties including cleaning and disinfecting pool, lobby, change rooms and deck; may take and record water quality samples in the absence of a supervisor.
5. Prepare the facility for various aquatic events; handle and store equipment and materials when not in use.
6. Collect revenue and fees for facility use and participation in facility activities and events; greet and check in facility guests.
7. Provide customer service; share general information regarding facility operations, programs and schedules.
8. Prepare incident and accident reports as necessary.

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

**Title: Pool Lifeguard  
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**KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of: procedures and techniques of lifeguarding; emergency procedures; practices and techniques of CPR, automated external defibrillator (AED), First Aid, Oxygen Administration.

Ability or Skill to: rescue submerged victim and remove from water; perform First Aid and CPR and use Automatic External Defibrillator (AED); demonstrate strong swimming with competent lifeguard skills; think clearly and act quickly and decisively in emergency situations while remaining calm; learn safety methods and procedures necessary to ensure public safety in and around a pool; learn and understand policies and procedures of the swimming pool facility; and explain City swimming pool policies and procedures. Operate small hand tools for minor pool maintenance; safety and rescue equipment including AED, rescue tube, pocket mask, oxygen, first aid kit, pool testing equipment, ozonator, pool vacuum, timing system, and janitorial equipment including brooms, mops, squeegees, hoses, and plungers. Operate point of sale machine; basic office equipment, and chair lift. Communicate clearly and concisely, both orally and in writing with varying age groups; use basic facility programs such as e-mail, scheduling and registration software; learn to prepare clear and concise reports; learn to take and record water chemistry.

**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:

Two hundred (200) hours of experience as a paid or volunteer lifeguard.

License and Certification:

Current possession and maintenance of the following certifications or the equivalent of:

1. Lifeguarding issued by the American Red Cross or equivalent certified issuing agency;
2. CPR/AED for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency;
3. Oxygen Administration for the Professional Rescuer issued by the American Red Cross or equivalent certified issuing agency; and
4. Title 22 - First Aid for Public Safety Personnel issued by the American Red Cross or equivalent certified issuing agency.

Substitution:

**SUPPLEMENTAL INFORMATION**

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

**Title: Pool Lifeguard  
Job Code: 3208**

**PROMOTIVE LINES**

To: 3209 Swimming Instructor

From: Entrance examination

**ORIGINATION DATE:** 08/17/11

**AMENDED DATE:** 01/08/20

**REASON FOR AMENDMENT:** *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

**BUSINESS UNIT(S):** COMMN