

**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: 2
Fiscal Year: 2022/2023
Posted Date: 08/03/2022
Reposted Date: N/A

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

Item #	Job Code	Title
1	3283	Recreation Specialist

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.

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
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Sue Hwang, SFERS
Theresa Kao, Controller/ Budget Division
E-File

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

**Title: Recreation Specialist
Job Code: 3283**

DEFINITION

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.

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. 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.

KNOWLEDGE, 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 the assigned specialized recreation delivery.

Ability or 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.

CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES

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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-~~1000~~ hours of experience planning and implementing educational, enrichment, and/or recreation programs.

License and Certification:

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 (one year). (www.netre.org)

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 05/27/2010

AMENDED DATE: 06/30/2010; 08/07/2012; 08/09/16; XX/XX/2022

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

BUSINESS UNIT(S): COMMN