Staff Report Details (With Text)

File #:	20-1099	**Version:**	1	**Name:**	Approval of Revised Recreation Leader Classification Specifications
Type:	Minute Order			**Status:**	Action Item
File created:	6/22/2020			**In control:**	CIVIL SERVICE COMMISSION
On agenda:	7/1/2020			**Final action:**	
Title:	Approval of three (3) Revised Classification Specifications: Recreation Leader I, Recreation Leader II and Senior Recreation Leader				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. 2020-07-01-ATT 1 Proposed Revised Recreation Leader I Class Spec.pdf, 2. 2020-07-01-ATT 2 Final Revised Recreation Leader I Class Spec.pdf, 3. 2020-07-01-ATT 3 Proposed Revised Recreation Leader II Class Spec.pdf, 4. 2020-07-01-ATT 4 Final Revised Recreation Leader II Class Spec.pdf, 5. 2020-07-01-ATT 5 Proposed Revised Senior Recreation Leader Class Spec.pdf, 6. 2020-07-01-ATT 6 Final Revised Senior Recreation Leader Class Spec.pdf				

Date	Ver.	Action By	Action	Result
7/1/2020	1	CIVIL SERVICE COMMISSION	approved	Pass

Approval of three (3) Revised Classification Specifications: Recreation Leader I, Recreation Leader II and Senior Recreation Leader

Meeting Date: July 1, 2020

Contact Person/Dept: Ofelia Garcia/Administrative Services Department

Phone Number: (310) 253-5649

Fiscal Impact: Yes [] No [X] **General Fund:** Yes [] No []

Public Hearing: [] **Action Item:** [X] **Attachments:** [X]

Public Notification: Email) Meeting and Agendas - Civil Service Commission (06/25/20); (Email) All City Staff (06/25/20)

Department Approval: Serena Wright-Black, Assistant City Manager (06/26/20)

RECOMMENDATION

Staff recommends that the Civil Service Commission approve the revised classification specifications for Recreation Leader I, Recreation Leader II and Senior Recreation Leader.

BACKGROUND/DISCUSSION

The Parks, Recreation and Community Services Department (Department) is comprised of four divisions: Administration, Parks, Recreation, and Senior and Social Services. The Department is responsible for providing recreational activities, community and social service programs and events for persons of all ages and abilities.

The Recreation Leader I, Recreation Leader II and Senior Recreation Leader classifications support the Parks, Recreation, and Community Services Department by providing a full range of responsibilities. The work performed can vary considerably based upon the program, event, facility and/or assignment

The modifications included on the classification specifications are being proposed by Human Resources staff in concurrence with the Parks, Recreation and Community Services management. The proposed changes throughout the classification specifications capture the actual job duties being performed by the incumbents and reflect the needs of the Department.
The proposed revisions will assist the City with providing clarity to applicants regarding essential duties and requirements of the positions. The Distinguished Characteristics section was added for all three classifications to distinguish between the three levels of classifications.

The License and Certificates section was revised for all classifications to include that the Automated External Defibrillator (AED) is required and must be possessed and maintained within three months of employment. This revision will provide the individual some flexibility in obtaining the required certifications.

In the Training and Experience section language was added or revised for all three classifications to either increase or clarify the age requirement. Historically, the age requirement has restricted incumbents from working the necessary hours causing the Department to schedule additional staff to cover an entire shift. By revising the age requirement, the Department will be able to adequately schedule staff to meet their needs.

FISCAL ANALYSIS

There is no fiscal impact associated with the proposed changes.

AUTHORITY

According to Civil Service Rules 3.3(a) the Commission:

- Must approve major changes to classification specifications.

3.3(a)Processing:

The establishment of a new classification or a reclassification may be requested by any member of the City Council, Commission, appointing authority or any employee of the City. The request shall be prepared and submitted to the Human Resources Director and the affected department head, and attached thereto shall be a description of the duties to be performed, and such information or attachments as may be necessary to consider the case.

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The Human Resources Director shall review the requested action with the requesting party and make such recommendations to the Commission as the Human Resources Director deems appropriate.

The Human Resources Director's recommendations shall be communicated to the originator, the affected appointing authority and employee organization. If any party disagrees with the Human Resources Director's recommendations, such objection may be presented in writing or verbally to the Commission at the time for consideration of the recommendation. The Commission shall make the final decision on the establishment of a new classification or revisions to an existing classification.

ATTACHMENTS

1. 2020-07-01 - ATT 1 - Proposed classification specification for Recreation Leader I
2. 2020-07-01 - ATT 2 - Final revised classification specification for Recreation Leader I
3. 2020-07-01 - ATT 3 - Proposed classification specification for Recreation Leader II
4. 2020-07-01 - ATT 4 - Final revised classification specification for Recreation Leader II
5. 2020-07-01 - ATT 5 - Proposed classification specification for Senior Recreation Leader
6. 2020-07-01 - ATT 6 - Final revised classification specification for Senior Recreation Leader

MOTION

That the Civil Service Commission:

1. Approve the classification specification for Recreation Leader I;
2. Approve the classification specification for Recreation Leader II; and
3. Approve the classification specification for Senior Recreation Leader.

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