



PERSONNEL COMMITTEE MEETING
Mendocino Coast Recreation and Park District
100 N Main St. Fort Bragg, CA 95437

Friday February 27, 11:00AM

AGENDA

1.0. CALL TO ORDER

2.0 PUBLIC PARTICIPATION NON-AGENDA ITEMS

A maximum of 3 minutes is reserved for members of the public to address the Board on items not listed on the agenda and the total time for public input on a specific issue is limited to 20 minutes. (Government Code 54954.3) The Board is prohibited from discussing or acting on matters not on the agenda but may briefly respond or ask a question for clarification (Government Code 54954.2)

3.0 INFORMATION/DISCUSSION

3.1 Updated Laws and regulations for Employees in California 2026

- A.** SB294 (include the attachment in the agenda) [SB294 Know Your Right Notice](#)
- B.** Emergency Contact Designation: By March 30, 2026, employers must allow employees to designate an emergency contact or collect this information from new hires going forward.
- C.** SB 617 – California’s 2026 WARN Act Updated Notice Requirements for Mass Layoffs, Relocations, or Terminations
- D.** SB 513 – Expands Personnel File Requests to Include Training and Education Records SB 513 clarify that “personnel records relating to the employee’s performance” now also include education and training records and must be produced pursuant to an employee’s request under section 1198.5. Employers that maintain such records must ensure they contain the following information:

- Employee’s name
- Name of trainer
- Date and duration of training
- Core competencies addressed (e.g., skills in equipment or software)
- Resulting certification or qualification

- E. SB 642 – Amendments to California’s Equal Pay Laws
 - a. Public entities already have pay scales for all jobs SB 590
- F. Paid Family Leave for Designated Persons
- G. AB 406 – Workplace Protections for Victims of Violence

3.2 California's statewide minimum wage increased to \$16.90 per hour for all employers, effective January 1, 2026.

This adjustment, up from \$16.50 in 2025, is driven by inflation, making California one of the highest state-mandated minimum wages in the U.S.

Key Details on California Minimum Wage (2026):

- New Rate: \$16.90/hour for all employees
- Exempt Employees: To be classified as an exempt employee, the minimum salary is \$70,304 annually (\$1,352.00 per week).

4.0 ADJOURNMENT

NOTICE TO THE PUBLIC

All disabled persons requesting disability related modifications for accommodations including auxiliary aids or service may make such a request in order to ensure full participation in a MCRPD public meeting. Such a request should be made to Kylie Felicich, District Manager, 100 N Main St. Fort Bragg, CA 95437, 707-409-0760 and at kfelicich@mcrpd.us



California Workplace - Know Your Rights

As a worker in California, you are entitled to know and exercise your workplace and constitutional rights. Labor laws, including but not limited to standards for wages, hours, and health and safety, apply to all workers in the state *regardless of immigration status*.

It is against the law for your employer to retaliate against you for exercising your rights, including:

- Filing a complaint with the Labor Commissioner, Cal/OSHA, the Civil Rights Department, or another government agency.
- Asking about your employer's compliance with federal, state, or local law.
- Talking with others about their rights or helping them exercise their rights under federal, state, or local law.

Examples of illegal retaliation include firing you, reducing your work hours, or threatening to report you or a relative to immigration authorities because you exercised your rights.



Workplace Protections Related to Immigration Status

Your right to Notice of Immigration Inspections ([Labor Code § 90.2](#))

If your employer receives notice of an upcoming immigration agency's inspection of I-9 Employment Eligibility Verification forms or other employment records, your employer must post a notice informing workers and their union representative, if applicable, within 72 hours of receiving that notice.

Your protections against unfair immigration-related practices ([Labor Code §§ 1019-1019.2](#))

Under California law, it is unlawful for employers to retaliate against you or threaten immigration-related action when you exercise your rights. An employer is prohibited from taking any of the following actions because you exercised your rights:

- Refusing to accept identification documents during the I-9 process (proof of ID and federal permission to work) that appear to be genuine.
- Using E-Verify in a way not required or authorized by law.
 - For example, using E-Verify to reverify employment eligibility for an employee when not legally required to do so or screening only specific workers rather than all workers in a workplace without a legitimate basis for doing so.
- Reporting or threatening to report you or your family to immigration authorities.
- Filing or threatening to file any false report to the police or a state or federal agency.



Your right to designate an emergency contact ([Labor Code § 1555](#))

Your employer **must** allow you to provide them with emergency contact information and to indicate if you want the emergency contact to be notified if you are arrested or detained at work. If you are arrested or detained at work and your employer has knowledge of it, they **must** notify your designated emergency contact if you choose that option.



Your right to organize a union or engage in protected activity in the workplace

Most employees in California have the right to organize, join, or participate in union activities. Employees also have the right to jointly act with co-workers to address work-related issues and concerns to improve working conditions or for the purpose of collective bargaining. **This means you have the right to join with coworkers to request better working conditions or raise work-related concerns, including about wages, hours, health and safety, and other terms of employment.** You also have the right to not participate in union activities or protected activities. It is illegal for your employer to:

- Interfere with or discourage your union activity or protected activities.
- Threaten you, or retaliate or discriminate against you, because of your union support or protected activities.



Your rights when interacting with law enforcement, including immigration agents, in the workplace

California workers have certain rights and protections under the U.S. Constitution, **regardless of their immigration status**, including when law enforcement (including a federal immigration agent) approaches you. In addition, under California law, state and local law enforcement cannot assist federal agencies such as ICE with immigration enforcement in most circumstances.

Your right to be free from unreasonable searches (U.S. Constitution, 4th Amendment)

- If law enforcement, including immigration agents, ask if they can search you or your personal belongings, unless they have a judicial warrant specifically authorizing a search of your person or your personal belongings, you have the right to say no.
- If the officer conducts the search, even if you say no – remain calm, do not physically resist, and do not run.

Law enforcement can enter *public areas* without a warrant. Public areas may include a lobby, waiting room, public dining area, or parking lot of a workplace. In most circumstances, law enforcement needs a [judicial warrant](#), signed by a judge, to enter *non-public areas* of your workplace without consent. Non-public areas may include a breakroom, employee restroom, workspace, or any area marked as employees only. Administrative forms, such as an I-200 or I-205, are not a judicial warrant.

In California, your employer is prohibited from providing voluntary consent to an immigration enforcement agent to enter *non-public areas* of the workplace. Without a judicial warrant, your employer must refuse entry to immigration enforcement to *non-public areas* of the workplace.

More detailed information can be found in the DOJ's and LCO's joint [Immigrant Worker Protection Act FAQ](https://oag.ca.gov/system/files/media/ab450-faqs.pdf) (<https://oag.ca.gov/system/files/media/ab450-faqs.pdf>).

Your right to be free from unreasonable seizures (U.S. Constitution, 4th Amendment)

- You are protected against unreasonable seizures, which includes detaining or arresting you.
- Law enforcement must have a reasonable suspicion of wrongdoing before they can stop and question or search you. You can ask “Am I being detained?” or “Am I free to leave?” If the officer says that you are not being detained or you are free to leave, then you can walk away calmly.
- An arrest requires probable cause and occurs when a person is taken into custody by law enforcement officers.
- Law enforcement agents do not need a judge-signed warrant to arrest someone in public.
- You have the right to speak to a lawyer if you are arrested. You may be pressured to sign documents. You do not have to sign anything without speaking to an attorney.



Your right to remain silent (*U.S. Constitution, 5th Amendment*)

- Anything you say to law enforcement officers can be used against you in court.
- You have the right to remain silent, even if you are asked about your immigration status.
- If you wish to remain silent, clearly state so, request to speak with an attorney **and then remain silent**.
- Do not provide false information, false identification, or false documents to an officer. Providing false documents is a federal offense and may carry severe immigration consequences for noncitizens.



Your right to record interactions with law enforcement in public spaces under the 1st Amendment

The public has the right to observe and record officers and government officials carrying out their duties in public. If you choose to record, you should stand a safe distance away and do not interfere with the officer's actions. Physical obstruction or verbal escalation can put your safety at risk and may lead to criminal charges.

Access to legal representation

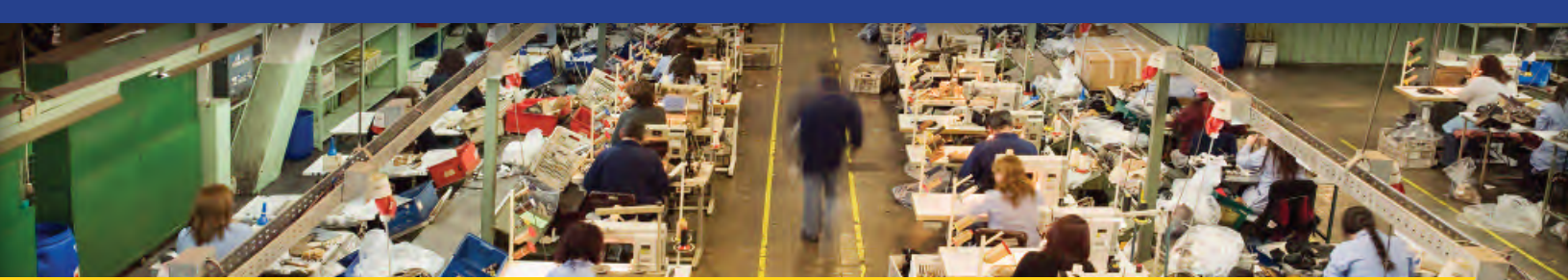
If you are arrested, you have the right to an attorney. If you cannot afford an attorney, you can get a government-appointed attorney to represent you in a criminal case.

However, if you are arrested by U.S. Immigration and Customs Enforcement (ICE) or U.S. Customs and Border Protection (CBP), which includes Border Patrol, for civil immigration violations, you have the right to consult with a lawyer, but the government is not required to provide a lawyer for you. If you are arrested by ICE or CBP, you may invoke your right to speak with an attorney before saying or signing anything. You may also ask to speak to your consulate who may provide assistance.



Workers' Compensation

You have the right to workers' compensation benefits if you are injured or become ill because of your job. The benefits provide you with medical care for your injury/illness, partially replace the wages you lose while you are recovering, and help you return to work. For additional information, visit www.dir.ca.gov/dwc/ or call 1-800-736-7401.



Who can I contact if I believe my rights have been violated?

If you believe your rights have been violated, below is a list of government agencies where you can seek assistance:

California Department of Industrial Relations (DIR):

California Labor Commissioner's Office (LCO)

Information: (833) LCO-INFO (833-526-4636)
Immigration helpline: (855) 526-7775
www.dir.ca.gov/dlse/

California Division of Occupational Safety and Health (Cal/OSHA)

(833) 579-0927
<https://www.dir.ca.gov/dosh/>

California Division of Workers Compensation (DWC)

(800) 736-7401
dir.ca.gov/dwc/

Other California Agencies:

California Attorney General (AG)

(800) 952-5225
www.oag.ca.gov

California Civil Rights Department (CRD)

(800) 884-1684
civildrights.ca.gov/

California Agricultural Employees Agricultural Labor Relations Board (ALRB)

(800) 449-3699
www.alrb.ca.gov

California Public Sector Employees *and Transportation Network Company Drivers* Public Employment Relations Board (PERB)

(916) 322-3198
perb.ca.gov

Federal Agencies:

Private Sector Employees National Labor Relations Board (NLRB):

(844) 762-6572
www.nlr.gov

Federal Employees U.S. Federal Labor Relations Authority (FLRA):

(771) 444-5801
<https://www.flra.gov/>

Railway and Airline Employees National Mediation Board (NMB):

(202) 692-5000
https://nmb.gov/NMB_Application/

Non-Governmental Organizations:

You may also contact a nonprofit legal or community-based organization for assistance. For a list of organizations that partner with state agencies to help workers to understand their rights, scan the QR code to the right, or visit www.dir.ca.gov/dlse/Nonprofit-Legal-and-Community-Based-Organizations-Serving-Workers.html.



MCRPD Salary Schedule
Draft March 2026

Exempt	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
District Manager	\$ 87,080.00	\$ 90,563.20	\$ 94,185.73	\$ 97,953.16	\$ 101,871.28	\$ 105,946.13	\$ 110,183.98	\$ 114,591.34	119,175.00	123,942.00
Business Manager	\$70,304.00	\$ 71,385.60	\$ 74,241.02	\$ 77,210.66	\$ 80,299.08	\$ 83,511.04	\$ 86,851.48	\$ 90,325.54	93,938.56	97696.1
Maintenance Supervisor	\$70,304.00	\$ 71,385.60	\$ 74,241.02	\$ 77,210.66	\$ 80,299.08	\$ 83,511.04	\$ 86,851.48	\$ 90,325.54	93,938.56	97696.1
Recreation Supervisor	\$70,304.00	\$ 71,385.60	\$ 74,241.02	\$ 77,210.66	\$ 80,299.08	\$ 83,511.04	\$ 86,851.48	\$ 90,325.54	93,938.56	97696.1

Non-Exempt

Administrative Assistant	\$ 18.36	\$ 19.82	\$ 21.40	\$ 23.11	\$ 24.95	\$ 26.94	\$ 29.09	\$ 31.41
Administrative Coordinator	\$ 22.10	\$ 23.86	\$ 25.75	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.03	\$ 37.83
Business Coordinator	\$ 20.47	\$ 22.10	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.00
Fitness Instructor/Personal Trainer	\$ 26.55	\$ 28.67	\$ 30.96	\$ 33.43	\$ 36.10	\$ 38.98	\$ 42.09	\$ 45.45
Lifeguard	\$ 18.36	\$ 19.82	\$ 21.40	\$ 23.11	\$ 24.95	\$ 26.94	\$ 29.09	\$ 31.41
Maintenance Worker	\$ 19.45	\$ 21.00	\$ 22.68	\$ 24.49	\$ 26.43	\$ 28.54	\$ 31.18	\$ 33.65
Maintenance Coordinator	\$ 20.47	\$ 22.10	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.00
Recreation Coordinator	\$ 20.47	\$ 22.10	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.00
Recreation Instructor I	\$ 19.45	\$ 21.00	\$ 22.68	\$ 24.49	\$ 26.43	\$ 28.54	\$ 31.18	\$ 33.65
Recreation Instructor II	\$ 23.86	\$ 25.76	\$ 27.82	\$ 30.04	\$ 32.44	\$ 35.03	\$ 37.83	\$ 40.85
Recreation Leader	\$ 16.90	\$ 17.16	\$ 18.55	\$ 20.06	\$ 21.69	\$ 23.42	\$ 25.29	\$ 27.31
Recreation Official	\$ 29.79	\$ 32.17	\$ 34.74	\$ 37.51	\$ 40.51	\$ 43.75	\$ 47.25	\$ 51.03
Recreation Score/Timekeeper	\$ 19.87	\$ 21.45	\$ 23.16	\$ 27.01	\$ 29.17	\$ 31.50	\$ 34.02	\$ 36.74
Senior Recreation Leader	\$ 19.87	\$ 21.45	\$ 23.16	\$ 27.01	\$ 29.17	\$ 31.50	\$ 34.02	\$ 36.74



JULY 2024
FLSA: EXEMPT

MAINTENANCE SUPERVISOR

ANNUAL SALARY RANGE: \$70,304 - \$85,272.38

DEFINITION

Under general direction, supervises, plans, schedules, coordinates, trains, and participates in the work of maintenance staff performing monitoring, maintenance and repair of the District operated lands, buildings and facilities; sets priorities, directs, and evaluates the work of assigned staff; coordinates and personally performs the most complex semi-skilled and skilled maintenance and repair work, including plumbing, carpentry, electrical, painting, and heating, ventilation, and air conditioning (HVAC), and maintenance of District operated lands, facilities and buildings; trains other workers in the operation of and skillfully operates a variety of equipment; provides responsible technical and specialized assistance to the - Director(s); coordinates the department's activities with other District departments and outside agencies; and performs related work as required. Corresponds directly with the Director regarding all major repairs and capital improvements with regards to MCRPD.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Administrator. Exercise's supervision over and provides training to maintenance staff.

CLASS CHARACTERISTICS

This is the full supervisory level in the maintenance class series. This class supervises, trains, and provides significant input on the evaluation of maintenance staff on assigned projects and performs the most complex duties required to ensure that District infrastructure, systems, and facilities are maintained in a safe and effective working condition and provide the highest level of safety for public and staff use. Responsibilities include planning, scheduling, directing, and inspecting the maintenance and repair of assigned infrastructure, facilities systems, and appurtenances in a timely manner, and performing a wide variety of tasks in the maintenance and repair of District operated lands, facilities and buildings. Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, and coordination of people and resources.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Provides supervision to assigned maintenance staff; reviews, controls, and evaluates quality of work; participates in performing the most complex and specialized facilities maintenance and repair work.
- Plans, schedules, prioritizes, and assigns maintenance and repair work; communicates status of repairs to appropriate personnel, working cooperatively to schedule repairs in accordance with established and special operational priorities; instructs staff in work procedures.
- Performs and oversees routine to complex pool area repair and maintenance, including control circuits, motors, wiring, electrical circuits, ventilation gear, pumps, pipes, feed lines, dehumidifiers, telemetry systems, and other equipment; maintains water chemistry and safely handles and stores

hazardous chemicals; inspects and performs maintenance on dehumidifiers; and ensures the cleanliness of assigned facilities.

- Perform and oversee inspection of District operated buildings and facilities. Implement routing maintenance repairs and general trouble shooting.
- Plan appropriate schedule inspections of District owned and operated park lands. Implement and organize clean up, maintenance and other items of concern as identified during routine scheduled monitoring and inspections.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions; assures staff certifications are current and satisfy applicable regulations and policy.
- Oversees the custodial program for District facilities; assigns, supervises and reviews the work of custodial staff.
- Inspects assigned District infrastructure, facilities, systems, and appurtenances for maintenance needs and plans, schedules, and delegates appropriate actions to assigned staff; develops work plans, procedures, and schedules.
- Correspond with the Director of MCRPD as it pertains to Capital Improvements and large repairs. Acquire estimates on Capital Improvements to present to the Director for budgeting and bidding purposes.
- Estimates costs of construction and maintenance work, supplies, equipment, and materials; orders supplies and equipment for work projects; maintains records of purchase orders; assists in developing budget figures for assigned facilities and projects; monitors expenditures.
- Inspects and evaluates work in progress and upon completion to assure that repairs, maintenance, and project activities are performed in accordance with District standards and specifications.
- Performs the most complex and specialized maintenance, repair, and installation work of District aquatic facilities, parks, park landscapes, and park facilities, including landscaping, plumbing, carpentry, electrical, painting, and HVAC maintenance.
- Ensures compliance with applicable Federal, State, and local laws and regulations.
- Performs the skilled operation of a variety of specialized mechanical and power tools, equipment, and testing instruments.
- Observes safe work methods and makes appropriate use of related safety equipment as required; may participate and assist in coordinating safety training.
- Responds to requests and complaints from the public and District staff and answers questions or refers to the Park Director, as necessary.
- Stays current on the status of new and pending regulatory legislation; attends continuing education courses and seminars as required.
- Maintains accurate records and logs of daily activities, using appropriate computer software applications.
- Responds to and performs emergency repairs and other emergency services as necessary.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Complex problem solving, identifying complex problems, and reviewing related information to develop and evaluate options and implement solutions.
- Basic principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles, practices, equipment, tools, and materials of facilities construction, maintenance, and repair and for maintaining the safety and cleanliness of District infrastructure, systems, and facilities.

- Principles, practices, equipment, vehicles, UTV/ROV/ATV, tools, and materials of parks construction, maintenance, and repair, and for maintaining the safety and cleanliness of parks and sports fields.
- Basic principles and practices of facilities maintenance and operations program development and administration, including aquatics facilities maintenance.
- Applicable Federal, State, and local laws, ordinances, regulations, and guidelines relevant to assigned duties.
- Basic principles and practices of budget development and administration and contract administration and evaluation.
- Safety principles, practices, and procedures of building, facilities, and related systems and facilities, including related equipment, materials, vehicles, and UTV/ROV/ATV
- The operation and maintenance of a variety of hand and power tools, vehicles, and power equipment.
- Safe driving rules and practices.
- Modern office practices, methods, computer equipment and computer applications including Microsoft Office.
- Basic mathematics.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the telephone.

Ability to:

Judgement and Decision making considering the relative costs and benefits of potential actions to choose the most appropriate one.

- Assist in developing and implementing goals, objectives, practices, procedures, and work standards.
- Direct, train, plan, schedule, assign, review, and assist in the evaluation of the work of staff.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Oversee and participate in maintenance and related projects in the assigned functional area(s).
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Perform complex construction, modification, maintenance, and repair work on assigned District infrastructure, facilities, systems, and/or appurtenances.
- Systems Analysis, determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation, identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Develop cost estimates for supplies and equipment.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Read and interpret construction drawings, blueprints, maps, and specifications.
- Safely and effectively use and operate hand tools, mechanical equipment, power tools, and heavy equipment required for the work.
- Maintain accurate logs, records, and written records of work performed.
- Give, as well as understand and follow oral and written instructions.
- Make accurate arithmetic calculations.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.

- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and communicate with the Director on repairs and improvements as they pertain to MCRPD.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and five (5) years of increasingly responsible experience in construction or building maintenance, including one or more skilled trades, including two (2) years of supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, an appropriate valid driver's license.
- Possession of, or ability to obtain within six months of employment, a valid National Swimming Pool Foundation Certified Pool Operator (CPO) certification or National Recreation and Parks Association Aquatic Facility Operator (AFO) certification.
- Possession of, or ability to obtain, Cal/OSHA Compliance - OSHA Outreach Training, hazard awareness, Occupational Safety and Health Standards
- Possession of, or ability to obtain, Drivers Safety/Defensive Driving Certification
- Possession of, or ability to obtain, UTV/ROV/ATV Safety Certification
- Possess and maintain valid First Aid and CPR/AED issued by the American Red Cross.

PHYSICAL DEMANDS

Must possess mobility to work in the field and in and around District facilities and buildings; strength, stamina, and mobility to perform medium to heavy physical work, to work in confined spaces and around machines, to climb and descend ladders, to operate varied hand and power tools and light to heavy construction equipment and vehicles, and to operate a motor vehicle and visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. The job involves fieldwork requiring frequent walking in operational areas to identify problems or hazards. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 75 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in the field and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Required to be on-call and to work various shifts or emergencies on evenings, weekends, and holidays as needed.

Signature of Employee

Date



JULY 2024
FLSA: NON-EXEMPT
(Some positions may be SEASONAL/TEMPORARY)

RECREATION LEADER

HOURLY PAY RANGE: \$16.90 - \$21.05

DEFINITION

Under direct or general supervision, oversees recreation activities in connection with a specific recreation program or functional area in support of community, recreational, or enrichment facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives direct or general supervision from assigned supervisory staff. May exercise technical and functional direction over and provide training to lower-level or less experienced staff.

CLASS CHARACTERISTICS

The Recreation Leader performs the full range of duties required to ensure that District facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and performing a wide variety of tasks in the facilitation of recreation programs and activities.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Oversees, facilitates, and coordinates the delivery of a variety of recreation and/or after-school activities and maintains a safe environment for program participants in various settings including parks, schools, recreation centers, and on field trips.
- Supervises established programs of afterschool, recreation, and camp activities as well as special events for children and families.
- Communicates with parents of participants regarding program objectives and activities.
- Resolves program issues within established guidelines.
- Performs general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Maintains inventory of materials and equipment required for program activities; requisitions materials and equipment.
- Maintains recreational facilities, storage sites, and other work areas in a clean and orderly condition, including securing equipment and materials at the close of the workday, performing basic custodial duties and minor facility maintenance; opens, closes, and secures buildings for events.
- Issues and collects recreation equipment and supplies; makes minor repairs to recreation equipment.
- Administers basic first aid as necessary.
- Assists in the encouragement of participation and good sportsmanship.
- Responds to participants' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.

- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other duties as assigned.

When assigned to Afterschool Programs

- Assists with the facilitation and coordination of an afterschool educational program which may include planning, organizing, promoting, implementing, and supervising program activities for children of various ages.
- Performs a variety of support duties to assist program instructors.
- Supervises program participants in classroom and playground activities as well as during times of transition between activities ensuring the health and safety of participants.
- Prepares and serves meals and snacks.

When assigned to Enrichment Programs

- Performs a variety of duties to coordinate the delivery of recreation enrichment programs for children including setting up equipment and supplies needed for activities, welcoming participants and their parents/guardians upon arrival, and verifying that release forms and other required paperwork have been submitted for participation.
- Oversees, supervises, and directs children participating in enrichment program activities ensuring a safe environment.
- Assists participants of aquatics programs by guiding them to dressing room facilities and/or the swimming pool prior to the beginning of swim activities.

QUALIFICATIONS

Knowledge of:

- Safety principles and practices, including basic first aid and adult and/or child cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation and afterschool program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Learn to work independently while supervising facilities and user groups.
- Learn, understand, and apply facility use policies and procedures.

- Provide courteous assistance to participants and other interested parties.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Learn basic computer system operation to enter and retrieve data for class registration, facility reservations, and membership records.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or child cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the tenth (10th) grade and the ability to provide a valid Work Permit.

Licenses and Certifications:

- May require American Red Cross First Aid Certificate and CPR Certificate for infant, child, and adult within three (3) months of hire.
- Some positions require completion of Mandated Reporter Training.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, climb, and walk on uneven, wet, or slippery surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire

for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

Signature of Employee

Date



July 2024
FLSA: EXEMPT

RECREATION SUPERVISOR

ANNUAL SALARY RANGE: \$70,304.00 - \$85,272.38

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of recreation staff responsible for providing a variety of recreation programs, services, and activities, including youth programs, youth and adult sports and fitness programs, aquatics, contract activities, special events, and enrichment programs; performs a variety of technical tasks and professional recreation work relative to the assigned area of responsibility; provides professional staff support to the District Administrator relative to the area of assignment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the District Administrator. Exercises direct and general supervision over assigned staff, contractors, and volunteers.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the recreation class series. Responsibilities include planning, organizing, supervising, reviewing, and evaluating the work of recreation staff either directly or through subordinate lead workers. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in multiple recreation facilities, programs, services, and activities, including aquatics, youth and adult sports and fitness programs, contract activities, community events, and youth enrichment programs.
- Implements goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; researches, recommends, and implements policies and procedures, including standard operating procedures, for assigned facilities.
- Evaluates employee performance, counsel's employees, and effectively recommends promotions and initial disciplinary action; participates in employee selection including conducting background checks of applicants and new employee orientation for assigned staff.
- Determines and recommends equipment, materials, and staffing needs for assigned facilities, projects, and programs; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications as required; assumes responsibility for administration of budget applicable to area of assignment including monitoring and controlling expenditures.
- Develops, plans, supervises, implements, and evaluates one or more recreation programs, activities, and/or systems at one or multiple sites; establishes schedules and methods for providing community and recreation services.
- Acts as a representative to community groups, private businesses, and others regarding questions, problems, concerns, and activities in the provision of recreation program operations, activities, and services.

- Supervises and oversees the effectiveness of the recreation program operations, activities, facilities maintenance, and community events and recommends improvements or modifications.
- Assists with development of recreation contract administration and use agreements.
- Evaluates community recreation needs and interests; analyzes data and recommends new recreation programs or improvements to meet community needs.
- Develops, maintains, and reviews a variety of staff, financial, and statistical reports related to the area of assignment.
- Coordinates first aid, cardiopulmonary resuscitation (CPR), water safety instruction (WSI), and other safety training and certification courses for staff as needed.
- Participates in ensuring compliance with relevant health, safety, and licensing laws and guidelines; maintains and updates all records required by Federal, State, and local regulatory agencies.
- Supervises the preparation of and executes program publicity brochures, press releases, flyers, and forms.
- Provides administrative support to the department, such as conducting research, performing special projects, developing reports, or compiling statistics.
- Establishes and updates emergency operations manual and care and shelter logistics.
- May participate in interdepartmental/interagency planning sessions specific to critical issues.
- Performs the duties of subordinate staff as needed including lifeguarding, instructing various fitness programs, and after-school enrichment programs.
- Performs other duties as assigned.

When assigned to Aquatics:

- Instructs American Red Cross safety classes to patrons as well as recertification classes to staff including Lifeguard/Shallow Water, Water Park, CPR for the Professional, Title 22, AED, First Aid, Oxygen and Blood Borne Pathogens classes as well as others.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and practices of recreation and community service program development and administration, including program implementation, review, and evaluation, budgeting, and purchasing.
- Principles, practices, and service delivery needs related to facility rentals, classes, and community events.
- Procedures for planning, implementing, and maintaining a variety of recreation and leisure activities and programs through community participation.
- Recreational, cultural, age-specific, and social needs of the community.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Principles and practices of contract administration and evaluation.
- Principles and practices of public relations techniques.
- Principles and procedures of record-keeping and report preparation including financial record-keeping and reporting methods.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff, contractors, and volunteers.
- Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local policies, procedures, laws, and regulations.
- Understand, interpret, and successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Develop, plan, coordinate, and implement a variety of recreational programs and facilities suited to the needs of the community.
- Prepare and monitor program budgets.
- Negotiate and administer contracts.
- Prepare clear and concise reports, correspondence, and other written materials.
- Make accurate business arithmetic and statistical computations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in recreation administration, public or business administration, or a related field and five (5) years of responsible recreational programming experience, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by the time of appointment.
- Possess and maintain valid lifeguarding/shallow water, CPR for the Professional Rescuer (CPRFPR), AED, and first aid defined by the American Red Cross.
- Possess and maintain valid Title 22, Oxygen, Blood Borne Pathogens and Water Park certifications issued by the American Red Cross within one year of employment.
- Possess and maintain valid Instructor Lifeguard/shallow water, CPR for the Professional Rescuer (CPRFPR), AED, first aid, Title 22, Oxygen, Blood Borne Pathogens and Water Park certifications issued by the American Red Cross within one year of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer, to operate a motor vehicle, and to visit various District, recreation, and meeting sites; vision to read printed materials and a computer screen; and hearing

and speech to communicate in person and over the telephone. Standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently swim, bend, stoop, kneel, reach, climb, and walk on uneven surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees primarily work in an office environment with moderate noise levels and controlled temperature conditions. Some work is performed in the field, and employees may be exposed to chlorine, acids, and other chemicals at aquatics facilities as well as blood and body fluids when rendering first aid and cardiopulmonary resuscitation. Incumbents are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

Signature of Employee

Date