

RESOLUTION NO. 7829

**CITY OF SOUTH GATE
LOS ANGELES COUNTY, CALIFORNIA**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH GATE,
CALIFORNIA, AMENDING RESOLUTION NO. 6454 (SALARY
RESOLUTION AND POSITION CLASSIFICATION PLAN) TO UPDATE
THE JOB SPECIFICATIONS FOR THE RECREATION LEADER I,
RECREATION LEADER II, RECREATION LEADER III AND
RECREATION LEADER IV HOURLY POSITIONS IN THE
PARKS & RECREATION DEPARTMENT**

WHEREAS, the City must, from time to time, add or otherwise adjust job classifications, job specifications and/or compensation in the Salary Resolution and Position Classification Plan in order to satisfy the changing needs and demands of the workforce and to more closely match the tasks which need to be performed by employees in the City's various departments; and

WHEREAS, the City desires to update the job specifications for the Recreation Leader I, Recreation Leader II, Recreation Leader III and Recreation Leader IV hourly positions in the Parks & Recreation Department; and

WHEREAS, the City, based on evaluation, has determined that changes are necessary as detailed in the proposed Class Specification & Attributes for the Recreation Leader I, Recreation Leader II, Recreation Leader III and Recreation Leader IV hourly positions in the Parks & Recreation Department, attached hereto as Exhibits "A," "B," "C" and "D;" and

WHEREAS, the City, in consultation with the Human Resources Division and key personnel in the Parks & Recreation Department, has determined that it is proper to update the Recreation Leader I, Recreation Leader II, Recreation Leader III and Recreation Leader IV hourly job specifications;

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NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH GATE DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby approves and adopts the proposed Job Specifications for the Recreation Leader I, Recreation Leader II, Recreation Leader III and Recreation Leader IV hourly positions, attached hereto as Exhibits "A," "B," "C" and "D."

SECTION 2. The City Clerk shall certify to the adoption of this Resolution which shall be effective upon its adoption.

PASSED, APPROVED and ADOPTED this 11th day of September 2018.

CITY OF SOUTH GATE:



María Belén Bernal, Mayor

ATTEST:

Carmen Avalos, City Clerk

(SEAL)

APPROVED AS TO FORM:



Raul F. Salinas, City Attorney

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

RECREATION LEADER I

DESCRIPTION

Assists in the delivery of recreation programs.

CLASS CHARACTERISTICS

Positions in this class assist higher level Recreation Leaders and department staff in their assigned activities. This position is a training position and may include a wide variety of duties within the department as required to prepare the employee to be eligible for other positions or as needed for the employee's knowledge and professional growth.

SUPERVISION RECEIVED

Works under the general supervision of a Recreation Coordinator or other assigned full-time staff, and under the lead direction of a higher level Recreation Leader or maintenance staff.

SUPERVISION EXERCISED

Does not exercise supervisory responsibility.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Assists in leading classes, programs and activities and participates in the organization and conducting of special events.

May assist with the issuing, checking and storage of various materials, supplies and memberships; answer telephones and questions from the public; perform routine clerical duties.

Performs routine custodial and maintenance tasks including set ups for classes and events; cleans recreational facilities including rooms, floors and restrooms; assists with landscape and field maintenance tasks.

Assists with supervision of overall activities of playground or other sites; observes and monitors activities of participants to ensure that park rules and regulations are followed and that equipment is used in a safe manner.

Performs related duties as required.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to participate as a trainee. A typical way of obtaining the knowledge and abilities would be: some experience and/or participation in team or individual sports, service in school or social organization in a leadership position or volunteer hours in organizations such as scouting, AYSO, Little League or recreation departments. Work experience in landscape maintenance, construction or facility maintenance preferred.

Special Requirements

Must be at least 16 years of age. An approved work permit may be required. Possession of American Red Cross C.P.R. and First Aid cards is desirable and may be required within 6 months of hire date.

Knowledge, Skills and Abilities

Knowledge of: recreation activities, arts, crafts, sports and aquatics; basic custodial procedures or landscape maintenance, depending on assignment.

Ability to: establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; read and perform basic math and writing functions; follow oral instructions; work varied hours.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, run, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

RECREATION LEADER I
Created 08/27/84
Revised 07/22/08
Revised 09/11/18

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

RECREATION LEADER II

DESCRIPTION

Organizes, conducts and supervises a variety of recreational programs and activities; supervises park activities and may perform maintenance of parks and recreation facilities.

CLASS CHARACTERISTICS

This class is distinguished from Recreation Leader I by its ability to perform the required duties with only general supervision. It may be responsible for recreation program work including the organization and instruction of various programs and activities; supervising activities, cleaning, preparing and maintaining recreation facilities; completing landscape maintenance; and providing lead direction to others.

SUPERVISION RECEIVED

Works under the general supervision of a Recreation Coordinator or other assigned Supervisor.

SUPERVISION EXERCISED

May provide lead direction over assistants, volunteers or Recreation Leader I's.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Lead classes, programs and activities and participates in the organization and conduct of special events.

Complete the issuing, checking and storage of various materials, supplies and memberships; answer telephones and questions from the public; perform routine clerical duties.

Perform routine custodial and maintenance tasks including set ups for classes and events; cleans recreational facilities including rooms, floors and restrooms; assists with landscape maintenance tasks.

Assists with supervision of overall activities of playground or other sites; observes and monitors activities of participants to ensure that park rules and regulations are followed and that equipment is used in a safe manner.

Performs related duties as required.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of training and experience which would provide the knowledge and skills required to complete the specific job responsibilities and duties. A typical way of acquiring this would include, but not be limited to: six (6) months of paid or volunteer experience working with children or youth; presentation of games, sports, arts or crafts in a recreational setting, or work experience in landscape, construction or facility maintenance. Related education from college and/or trade schools may be substituted for the experience requirement on a month for month basis.

Special Requirements

Possession of current American Red Cross C.P.R. and First Aid certificates may be required. Possession of a valid California Driver License may be required.

Knowledge, Skills, and Abilities

Knowledge of: recreation activities, arts, crafts, sports and aquatics; basic custodial procedures or landscape maintenance, depending on assignment.

Depending on assignment, ability to: organize, lead, teach and supervise games, sports and activities; establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; lead and coordinate activities with others; ensure safe behavior and use of equipment; read, complete basic math problems and follow oral instructions; complete custodial and landscape work; work varied hours.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, run, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

RECREATION LEADER II
Created 08/27/84
Revised 07/22/08
Revised 09/11/18

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

RECREATION LEADER III

DESCRIPTION

Under general supervision, conducts and supervises recreation programs including games, sports, arts and crafts, special and cultural activities; coordinates and conducts landscape and facility maintenance; receives and accounts for money; performs clerical tasks and related work, as required.

CLASS CHARACTERISTICS

This class is distinguished from Recreation Leader II by its responsibility for handling cash, receipts, registrations, timesheets and invoices; completing higher level recreation program work including the planning and instruction of various programs and activities and providing lead direction to others.

SUPERVISION RECEIVED

Works under the general supervision of a Recreation Coordinator or other assigned Supervisor.

SUPERVISION EXERCISED

Provides lead direction over assistants, volunteers or Recreation Leader I's and II's.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Plans, directs and coordinates recreation programs, activities and sports events. May oversee and assist with setup and preparation of facilities and materials.

May perform work as a cashier, field supervisor, MTA assistant, fitness trainer or office clerk; prepares reports and maintains records; collects and accounts for money; prepares cash reports; completes and tracks inventory, processes requisitions, completes inspections, submits work orders and maintains files.

Supervises overall activities of playground or other sites; observes and monitors activities of participants to ensure that park rules and regulations are followed and that equipment is used in a safe manner; administers first aid as needed.

May perform or coordinate routine custodial and maintenance tasks including set ups for classes and events; cleaning recreational facilities including rooms, floors and restrooms; assisting with landscape maintenance tasks.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of training and experience which would provide the knowledge and skills required to complete the specific job responsibilities and duties. A typical way of acquiring this would include, but not be limited to: high school diploma or equivalent and one (1) year of paid or volunteer experience working with children or youth; clerical and customer service work; or work in landscape, construction or facility maintenance.

Special Requirements

Possession of American Red Cross C.P.R. and First Aid cards may be required. Possession of a valid California Driver License may be required. Possession of fitness certification will be required for fitness

trainers.

Knowledge, Skills, and Abilities

Knowledge of: advanced methods, practices and equipment used in providing and maintaining an effective recreational and special activities program; recreation planning and administration; policies, rules and regulations governing the conduct and safety of persons using the recreational facilities and equipment; cash procedures and modern office practices; landscape and facility maintenance practices and equipment may be applicable.

Ability to: develop, coordinate and direct varied activities involved in a community recreation program; supervise, assign, train and organize children and adults; keep accurate records; establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; communicate effectively orally and in writing; plan and supervise the work of paid staff and volunteers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, run, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

RECREATION LEADER III
Created 08/27/84
Revised 07/22/08
Revised 09/11/18

City of South Gate
CLASS SPECIFICATIONS AND ATTRIBUTES

RECREATION LEADER IV

DESCRIPTION

Under general supervision, performs skilled recreation work in planning, coordinating and directing a wide variety of assigned social, cultural or sports activities at assigned neighborhood parks, aquatics facilities or community centers; performs related work, as required.

CLASS CHARACTERISTICS

This class is distinguished from Recreation Leader III by its responsibility for higher level recreation program work in a supervisory capacity; responsible for the organization and instruction of various programs and activities or landscape and facility maintenance and providing lead direction to others.

SUPERVISION RECEIVED

Works under the general supervision of a Recreation Coordinator or other assigned Supervisor.

SUPERVISION EXERCISED

Provides lead direction over assistants, volunteers or Recreation Leader I's, II's and III's.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

Plans, directs and coordinates recreation programs, activities and sports events. May oversee and assist with setup and preparation of facilities and materials.

May perform work as a cashier, field supervisor, MTA assistant, fitness trainer or office clerk; prepares reports and maintains records; collects and accounts for money; prepares cash reports; completes and tracks inventory, processes requisitions, completes inspections, submits work orders and maintains files.

Assumes responsibility for security and minor maintenance of equipment and materials at assigned neighborhood park facilities, play area or community center; observes and monitors activities of participants to ensure that park rules and regulations are followed and that equipment is used in a safe manner; administers first aid as needed.

Supervises overall activities of assigned staff, programs, activities and locations; may supervise landscape and facility maintenance, equipment maintenance and use of equipment and other duties as required. May perform or coordinate routine custodial and maintenance tasks including set ups for classes and events; cleaning recreational facilities including rooms, floors and restrooms; assisting with landscape maintenance tasks.

QUALIFICATION GUIDELINES

Education and/or Experience

Any combination of training and experience which would provide the knowledge and skills required to complete the specific job responsibilities and duties. A typical way of acquiring this would include, but not be limited to: completion of high school or equivalent and one (1) year of college or trade school with course work preferably in recreation or a related field, OR 2,000 hours of work as a Recreation Leader III or equivalent in planning, organizing and conducting a wide variety of recreational activities.

Special Requirements

Possession of American Red Cross C.P.R. and First Aid cards may be required. Possession of a valid California Driver License may be required. Possession of fitness certification will be required for fitness trainers.

Knowledge, Skills, and Abilities

Knowledge of: advanced methods, practices and equipment used in operating and maintaining an effective recreational program or facility; recreation planning and administration or facility and landscape maintenance; policies, rules and regulations governing the conduct and safety of persons using the recreational facilities and equipment.

Ability to: develop, coordinate and direct varied activities involved in a community recreation program or the maintenance of a recreation facility; supervise, assign, train and organize the work of others; keep accurate records; establish and maintain effective working relationships with employees, supervisors, participants, instructors and the general public; communicate effectively orally and in writing; plan and supervise the work of paid staff and volunteers.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, sit, run and talk or hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office, and moderately loud when in the field.

RECREATION LEADER IV
CREATED 07/22/08
REVISED 09/11/18

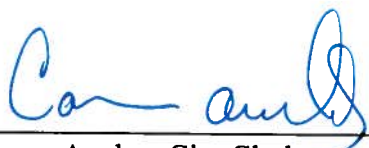
RESOLUTION CERTIFICATION PAGE

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS
CITY OF SOUTH GATE)

I, Carmen Avalos, City Clerk of the City of South Gate, California, hereby certify that the whole number of Members of the City Council of said City is five; that Resolution No. 7829 was adopted by the City Council at their Regular Meeting held on September 11, 2018, by the following vote:

Ayes: Council Members: Bernal, Morales, Davila, Diaz and Rios
Noes: Council Members: None
Absent: Council Members: None
Abstain: Council Members: None

Witness my hand and the seal of said City on September 12, 2018.



Carmen Avalos, City Clerk
City of South Gate, California