RECOMMENDED ACTION AND JUSTIFICATION:

Approve the amended job descriptions for the Lifeguard I/II/III, Recreation Aide I/II/III, Senior Recreation Leader, and Water Safety Instructor. Language was incorporated into each job description to ensure that we are in compliance with the American with Disabilities Act (ADA) standards, i.e., typical working conditions and typical physical requirements were added. The minimum qualifications for the Lifeguard and Water Safety Instructor were amended to ensure that we are in line with the State requirements. The previous requirements were either redundant or no longer applied.

Further, authorize the elimination of the requirement to have a pre-employment physical for the Recreation Aide I/II/III and the Senior Recreation Leader classifications. The significant functions of these positions are to develop and oversee activities for the children's day camp at the Mariposa County Park as well as to provide basic clerical assistance. Incumbents in these positions are not required to perform strenuous activities or heavy lifting unlike the Lifeguard I/II/III and Water Safety Instructor classifications wherein incumbents may need to perform pool rescues. (Lifeguards and Water Safety Instructors are required to have pre-employment physicals upon hiring and before each seasonal start-up.)

BACKGROUND AND HISTORY OF BOARD ACTIONS:

From time to time, the Board has amended existing classifications as necessary.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

<table>
<thead>
<tr>
<th>Financial Impact? ( ) Yes ( ) No</th>
<th>Current FY Cost: $</th>
<th>Annual Recurring Cost: $</th>
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<td>Budgeted In Current FY? ( ) Yes ( ) No ( ) Partially Funded</td>
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<td>Amount in Budget: $</td>
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<td>Contingency</td>
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<tr>
<td>( ) General ( ) Other</td>
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</table>

CLERK'S USE ONLY:

Res. No.: 06.130  Ord. No. ______
Vote – Ayes: 5  Noes: ______
Absent: ______
Approved ( ) Minute Order Attached ( ) No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.

Date: __________

Attest: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: __________________________
Deputy

COUNTY ADMINISTRATIVE OFFICER:

Requested Action Recommended ( ) No Opinion
Comments:

CAO: __________
LIFEGUARD I/II/III

DEFINITION
To assist in maintaining swimming pool safety rules and procedures both inside and outside the pool area; to assist in teaching swimming lessons; and to assist in upkeep of pool and surrounding facilities. This job class exercises responsibility for maintaining a safe environment for swimming pool activities, maintains accurate records of pool use, and assists in general upkeep of pool facilities. Advancement to Lifeguard II or III is based upon departmental need and is not automatic.

Lifeguard I is the entry-level class in this series and works under close supervision within a framework of well-defined policies and procedures. Lifeguards II and III work under general supervision within a framework of standard policies and procedures. Under direction of the Recreation and Park Planner or the Recreation Program Coordinator, Lifeguards II and III may act in a lead capacity to provide oversight of aquatics programs conducted at County facilities located outside the Mariposa town area.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Parks and Recreation Manager, and/or the Recreation Program Coordinator, and/or the Public Works Director.

ESSENTIAL FUNCTIONS
Maintains swimming pool safety rules and procedures.

Assists in the training, assignment, and monitoring of work for summer pool employees.

Administers first aid and CPR as needed.

Assists as a swim lesson aide.

Performs cashiering duties; operates a cash register or uses a cash box, receives money, makes change, and receives funds for classes.

Assists in counting and preparing funds for deposits.

Completes and submits daily pool tally sheets, incident/accident reports, receipts, and general pool operation reports, etc.

Performs general custodial duties in the upkeep of pool, pool office, dressing rooms, and restrooms; maintains sanitary conditions and disposes of debris.

Assists with daily safety checks on pool equipment.

Performs other related duties similar to the above in scope and function as required.
EMPLOYMENT STANDARDS:
Knowledge of:
Swimming pool safety rules and procedures.
The safe use and care of cleaning materials, chemicals, and equipment used in general custodial work.
Proper safety practices to be followed for a variety of recreational programs.

Ability to:
React quickly and calmly to pool emergencies.
Train, direct, and monitor the work of summer pool employees.
Perform routine arithmetical calculations accurately.
Make change accurately.
Maintain accurate records.
Use cleaning materials and chemicals safely and efficiently.
Understand and follow both oral and written instructions.
Communicate effectively in both oral and written forms.
Meet the physical requirements necessary to perform the duties of the job.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

TYPICAL WORKING CONDITIONS
Work is performed at a swimming facility.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to use vision and/or hearing to identify and evaluate field emergencies; to perform pool rescues; to sit on a continuous basis while observing patrons using the pool facilities; intermittently stand, bend, squat, climb, kneel, balance, twist, and reach when assisting pool patrons; use hands to finger, handle, feel, or operate objects, tools, or controls; swim and lift moderate weight; visually differentiate between colors when using the water quality testing kit; and occasionally lift and/or move heavy weight. Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as pollen and insect stings and bites; pool chemical fluctuations, which may cause eye and skin irritation; and the exposure to infections, which may cause chronic disease or death, while administering first aid.
MINIMUM QUALIFICATIONS

Experience:
Lifeguard I:
Qualified work experience as a lifeguard is desirable but not mandatory.
Lifeguard II:
200 hours of work experience as a lifeguard.
Lifeguard III:
400 hours of work experience as a lifeguard.

Additional Requirements: (Lifeguard I, Lifeguard II, and Lifeguard III)
Possession of a valid California driver’s license or reliable transportation to and from assigned work areas. Ability to successfully complete a background check and be fingerprinted. Possession of current certifications as required by State of California Title 22 regulations and cited in Division 2.5, Section 1797 et. seq. of the Health and Safety Code for: 1) lifeguard training; 2) CPR for the Professional Rescuer/AED (automated external defibrillator); and 3) public safety personnel course which includes standard first aid (Title 22).

Applicants under 18 years of age must provide a valid and current work permit at the time of employment; applicants must be a minimum of 15 years of age.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
RECREATION AIDE I/II/III

DEFINITION
Plans, coordinates and supervises recreational programs at assigned County facilities; performs routine cashing tasks; responds to public inquiries regarding available programs; provides basic clerical assistance as required; and performs a variety of manual labor tasks in the cleaning and maintenance of County facilities. Some positions in this class may work irregular hours. Advancement to Recreation Aide II or III is based upon departmental need and is not automatic.

Recreation Aide I is the entry-level class in this series and works under close supervision within a framework of well-defined policies and procedures. Recreation Aides II and III work under general supervision within a framework of standard policies and procedures.

SUPERVISION RECEIVED AND EXERCISED
Accepts direction from the Parks and Recreation Manager, and/or the Recreation Program Coordinator, and/or the Public Works Director.

EXAMPLES OF ESSENTIAL FUNCTIONS
Assists with plans and conducts youth program activities such as sports, games, arts and crafts, drama and singing.

Supervises program participants to maintain safety, order and discipline.

Explains program activities to parents and the general public.

Assists in the preparation and distribution of brochures, flyers and other publicity materials and promotes program participation.

Monitors facilities and equipment to ensure a safe environment for participants.

Recommends supplies and equipment needed for program activities and maintains inventory records.

Assists in light grounds, pool and general recreational facilities cleaning and maintenance.

Unlocks and/or locks facilities at opening and end of activities.

Communicates appropriate ticket or program fees to pool patrons.

Registers participants and provides program information.

Maintains records of payment, participation permission and attendance summaries.

Receives and counts money, obtains required information from checks, rings amount into cash register, makes change, and issues written receipts and class registration forms as requested or required.
At end of assigned shift, counts money, balances register, assists in preparation of bank deposits, and completes receipt report.

Responds to phone and in-person inquiries concerning classes, hours, facilities, fees, and other general information.

Performs basic clerical duties such as answering telephones, taking messages, light typing, filing, and record keeping.

Performs other related duties similar to the above in scope and function as required.

**EMPLOYMENT STANDARDS**

*Knowledge of:*
Recreational programs including sports, games, arts and crafts, drama and other activities.

Proper safety methods and practices for recreational programs.

Proper telephone and general public reception etiquette.

*Ability to:*
Coordinate and supervise recreation events and programs.

Communicate effectively with both youth and adults.

Understand and execute both verbal and written instructions.

Meet the physical requirements necessary to safely and effectively perform the required duties.

Perform mathematical calculations and count money with speed and accuracy.

Perform routine cashiering tasks.

Perform basic clerical tasks.

Maintain accurate records.

Establish and maintain effective working relationships with all those contacted in the course of assigned duties.

**TYPICAL WORKING CONDITIONS**
Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals.
TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:
Recreation Aide I:
No work experience is required.
Recreation Aide II:
200 hours of work experience comparable to that of a Recreation Aide in Mariposa County.
Recreation Aide III:
400 hours of work experience comparable to that of a Recreation Aide in Mariposa County.

Additional Requirements: (Recreation Aide I, Recreation Aide II, and Recreation Aide III) Possession of a valid California driver's license or reliable transportation to and from assigned work areas. Ability to successfully complete a background check and be fingerprinted. A valid CPR and First Aid certificate is desirable for Recreation Aide I and II and is mandatory for Recreation Aide III.

Applicants under 18 years of age must provide a valid and current work permit at the time of employment; applicants must be a minimum of 15 years of age.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
SENIOR RECREATION LEADER

DEFINITION
To plan, coordinate and supervise the County's day camp and other recreation programs; to develop activities in the areas of sports, crafts, nature study, water safety, games, music and other appropriate areas of entertainment focusing primarily on work with youngsters seven to twelve years of age; to respond to public inquiries regarding available programs; to occasionally perform a variety of manual labor tasks as required for the cleaning and maintenance of County facilities; and to do other related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Parks and Recreation Manager, and/or the Recreation Program Coordinator, and/or the Public Works Director.

May exercise supervision over subordinate Recreation Aides in a lead capacity.

EXAMPLES OF ESSENTIAL FUNCTIONS
Supervises day camp programs for groups of fifteen to twenty youngsters ages seven to twelve to maintain safety, order and discipline.

Provides program information, registers participants and handles cash receipts.

Plans and prepares daily program activities.

Responds to individual needs involving illness or administration of first aid.

Resolves parental concerns and complaints.

Trains and supervises subordinate staff.

Evaluates program effectiveness and makes recommendations for program improvements and new programs.

Recommends and implements effective public relations and information programs through local media, schools and other public and private support organizations; assists in preparation of publicity materials.

Works with parents and the general community to foster positive support for the division's programs.

Operates a variety of office and audio-visual equipment including personal computers.

Maintains budget control for program services and supplies.

Performs other related duties similar to the above in scope and function as required.
EMPLOYMENT STANDARDS
Knowledge of:
Recreation programs including sports, games, arts and crafts, drama and other outdoor activities.
Methods, materials and equipment required for publicity and promotion including use of personal computers.
Proper English grammar, punctuation, vocabulary and spelling.
Proper safety practices for recreation programs.
Principles of program planning and evaluation.
Principles of supervision and training.
First aid and general emergency procedures.

Ability to:
Plan, organize, direct and supervise a variety of recreation activities for all age groups.
Meet the physical requirements necessary to safely and effectively perform the required duties.
Communicate effectively with both youth and adults.
Understand and independently carry out a variety of oral and written instructions.
Establish and maintain effective working relationships with those contacted in the course of work.
Train, direct and supervise subordinate employees.
Operate a personal computer and other standard office equipment.
Maintain accurate records and write clear and concise reports.
Work unsupervised and make informed decisions based on established organizational policies and procedures.
Work irregular hours including weekends and evenings.

TYPICAL WORKING CONDITIONS
Work is performed in an office and field environment. Incumbent travels to various work sites throughout the County, which requires exposure to traffic and construction hazards, machinery hazards, herbicides/pesticides, adverse weather conditions, temperature and noise extremes, wetness, humidity, heights, fumes, dusts, odors, solvents, grease/oil, toxic or caustic chemicals. Worker frequently works past normal office hours for meetings and other events.
TYPICAL PHYSICAL REQUIREMENTS
Requires the mobility to work in an office and field environment. Requires the ability to sit at desk for long periods of time and intermittently walk, stand, climb, balance, stoop, kneel, crouch, crawl and reach while performing office duties and/or field work; lift and/or move up to 50 pounds occasionally; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office and field equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.

MINIMUM QUALIFICATIONS
Experience:
Two years of experience working with youth and adults in recreational, educational or service-oriented programs.

Education:
High school graduation or equivalent.

60 units or 90 semester hours of successfully completed college classes which include course work in recreation or education.

Substitution:
Additional relevant work experience may be substituted for the required college units on a year-for-year basis.

Additional Requirements:
Possession of a valid California driver’s license. Under certain circumstances, the Personnel Director may accept a valid driver’s license if applicant acknowledges his/her intent to acquire a California driver’s license within three months by signing an acknowledgement form.

Ability to successfully complete a background check and be fingerprinted.

Ability to obtain Red Cross equivalent first-aid and CPR certification.

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.
WATER SAFETY INSTRUCTOR

DEFINITION
Provides swimming instruction through the summer programs of the Parks and Recreation Division; instructs people in pool safety rules and procedures, both inside and outside the pool area; and helps people learn to be safe when they are in, on, or around water. This position teaches skills and knowledges in a logical progression for aquatic skill development. Instruction covers Water Safety Courses IPAP, Levels I-VII, Basic Water Safety, Emergency Water Safety, and Water Safety Instructor Aide. Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures. This job class exercises responsibility for maintaining a safe environment for swim lessons and is also responsible for maintaining accurate records of swimming classes as well as recording any receipts or donations handled by them. This class may act in a lead capacity to provide oversight of aquatics programs conducted at County facilities located outside the Mariposa town area.

SUPERVISION RECEIVED AND EXERCISED
Receives direction from the Parks and Recreation Manager, and/or the Recreation Program Coordinator, and/or the Public Works Director.

ESSENTIAL FUNCTIONS
Provides swimming and water safety instructions for aquatic skill development at progressive course levels.

Gives instructions in pool safety rules and procedures, both inside and outside the immediate pool areas.

Maintains accurate attendance records of all classes held.

Maintains a safe environment in accordance with swimming pool safety rules and procedures.

Administers first aid and CPR as needed.

Performs light cashiering duties including operation of a cash register or use of a cash box, receiving money, making change, and receiving funds for classes.

May assist in the training, assignment and monitoring of work for other summer pool employees.

May assist in maintenance of swimming pool, attendant equipment and use of chemicals.

Explains programs and activities to participants, parents and the general public.

Supervises program participants to maintain safety, order and discipline.

Performs other related duties similar to the above in scope and function as required.
EMPLOYMENT STANDARDS

Knowledge of:
Swimming pool safety rules and procedures.
Equipment, materials, and methods used for safe swimming instructions.
The safe use and care of cleaning materials, chemicals, and equipment used in pool maintenance and general custodial work.
Proper safety practices to be followed for a variety of recreational programs.

Ability to:
Teach swimming and provide water safety training.
Train, direct and monitor swim lesson classes and the work of other summer pool employees.
React quickly and calmly to pool emergencies.
Maintain accurate records.
Perform mathematical calculations and make change accurately.
Use cleaning materials and chemicals safely and efficiently.
Understand and follow both oral and written instructions.
Communicate effectively in both oral and written forms.
Meet the physical requirements necessary to perform the duties of the job.
Establish and maintain effective work relationships with those contacted in the performance of required duties.

TYPICAL WORKING CONDITIONS
Work is performed at a swimming facility.

TYPICAL PHYSICAL REQUIREMENTS
Requires the ability to use vision and/or hearing to identify and evaluate field emergencies; to perform pool rescues; to sit on a continuous basis while observing patrons using the pool facilities; intermittently stand, bend, squat, climb, kneel, balance, twist, and reach when assisting pool patrons; use hands to finger, handle, feel, or operate objects, tools, or controls; swim and lift moderate weight; visually differentiate between colors when using the water quality testing kit; and occasionally lift and/or move heavy weight. Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes; noise from children; allergens such as pollen and insect stings and bites; pool chemical fluctuations, which may cause eye and skin irritation; and the exposure to infections, which may cause chronic disease or death, while administering first aid.
MINIMUM QUALIFICATIONS

Experience:
None Required.

Additional Requirements:
Possession of a valid California driver’s license or reliable transportation to and from assigned work areas. Current Certification is required as follows: 1) Emergency Water Safety Course (24 hours), or New Method Lifeguard Training Course (27 hours); 2) Instructors Candidate Training Course (ICT) or Instructors Health & Safety/Course (IHSE), (either course, 8 hours); 3) Community CPR (8 hours); 4) Basic Life Support CPR (4 hours), or CPR for the Professional Rescuer (CPR/PR 12 hours), or American Heart Association (AHA) BLS for Healthcare Providers (Module Level C), includes 1-man/2-man CPR (12 hours); 5) Community First Aid course (8 hours); 6) Title 22 Health & Safety Course (6 hours); and 7) New Method Water Safety Instructor course (36 hours).

Applicants must be a minimum of 18 years of age.

Note: These qualifications may be amended from time-to-time to conform to current State of California Title 22 regulations

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbents may be expected to perform job-related duties other than those contained in this document.

5/96
B/S 96-182
Revision Date: 4/06 (B/S Res. 06-130)