

RESOLUTION NO. 20-036

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CARSON,
CALIFORNIA, AMENDING THE CLASSIFICATION PLAN,
RESOLUTION NO. 77-111, BY ADOPTING A REVISED JOB
CLASSIFICATION SPECIFICATION FOR ASSISTANT AQUATICS
PROGRAM SUPERVISOR (PART-TIME)

WHEREAS, the Meyers-Milias-Brown Act (the MMBA) (Government Code § 3500 et seq.) imposes on public employers and recognized employee organizations a "mutual obligation" to meet and confer regarding wages, hours, and other terms and conditions of employment, and thereby freely exchange information, opinions, and proposals to reach an agreement on matters within the scope of representation; and

WHEREAS, the Director of Human Resources and Risk Management is authorized and directed under provisions of Sections 2797.1 and 2797.3 of the Carson Municipal Code to prepare and recommend position classification and compensation plans, after consultation with the affected Directors, which becomes effective upon approval by the City Council; and

WHEREAS, Rule III of the City of Carson Personnel Rules provides that modification to the classification plan, embodied in Resolution No. 77-111, shall be made only after the Director of Human Resources and Risk Management consults with the affected Directors and affected recognized employee organizations; and

WHEREAS, the City of Carson desires to update the existing classification specification of **ASSISTANT AQUATICS PROGRAM SUPERVISOR (PART-TIME)** to provide a current and accurate description of the various duties performed by said position; and

WHEREAS, the Director of Human Resources and Risk Management has consulted with the affected parties, and has met and conferred with the representatives of the affected recognized employee organizations pursuant to its obligations under the MMBA, concerning the revised classification specification for the **ASSISTANT AQUATICS PROGRAM SUPERVISOR (PART-TIME)**.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CARSON, CALIFORNIA, HEREBY FINDS, DETERMINES AND RESOLVES AS FOLLOWS:

Section 1. The above recitals are true and correct.

Section 2. The revised classification specification for **ASSISTANT AQUATICS PROGRAM SUPERVISOR (PART-TIME)**, Salary Range, 836, (\$20.75 – \$26.48), attached hereto as Exhibit A, assigned to the American Federation of State, County and Municipal Employees (AFSCME), Local 809, is hereby adopted.

Section 3. The City Clerk shall certify to the adoption of this resolution and deem it effective as of March 4, 2020, the same shall be in force and effect.

PASSED, APPROVED and ADOPTED this 4th day of March, 2020.

MAYOR ALBERT ROBLES

ATTEST:

CITY CLERK DONESIA GAUSE

APPROVED AS TO FORM:

CITY ATTORNEY

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF CARSON)

I, Donesia Gause, City Clerk of the City of Carson, California, do hereby certify that the whole number of members is five; that the foregoing resolution, being Resolution No. 20-028 was duly and regularly adopted by said City at a regular meeting duly and regularly held on the 4th day of March 2020, and that the same was passed and adopted by the following vote:

AYES: COUNCIL MEMBERS:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

By: _____
City Clerk

ASSISTANT AQUATICS PROGRAM SUPERVISOR (PART-TIME)

Job Summary:

Under supervision of the Assistant Aquatics Program Supervisor (Part-Time), assists in the supervision of the operation of community swimming pools; and performs related duties as required.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Assigns, instructs, and supervises the work of pool personnel, including senior lifeguards, swim instructors, lifeguards and cashier clerks.
2. Enforces established rules and regulations governing safe use of pools.
3. Organizes and supervises aquatic activities and events.
4. Instructs swimming classes and aquatic programs.
5. May test pool water for correct chemical balance and treat with chemicals as required by State and local health departments.
6. May maintain filtration and chlorination plant.
7. Supervises collection and disbursement of cash.
8. Secures cash, bank, and pool receipts and tickets.
9. Prepares reports on the status of pool water, facility, and pool activities.
10. Interprets current policies and procedures to the public.
11. Recruits and trains staff; assists in use of a computer-based recreation registration program.
12. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Any combination equivalent to graduation from a community college (60 units) and approximately three (3) seasons of paid experience in aquatics. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Lifeguarding, CPR, first aid.
- Water safety instruction.
- Chemicals used in swimming pool maintenance.
- Filtration and chlorination systems.
- Computers and related software.
- General record keeping practices.
- Supervision and training principles.
- Cash payment receipt procedures.

Skill and/or Ability to:

- Train and supervise personnel.
- Effectively communicate orally and in writing.
- Instruct classes in swimming, and aquatic activities.
- Enforce water safety rules and regulations.
- Establish and maintain effective working relationships with others and deal tactfully with the public.

License and Certificates:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor vehicles (DMV) Government Employer Pull Notice program, which confirms possession of a valid driver's license and reflects the driving record. Possession of an American Red Cross Water Safety Instructor's certificate; Possession of an American Red Cross Lifeguard Training and Standard First Aid Certificate; possession of an American Red Cross CPR for the Professional Rescuer/AED - Automatic External Defibrillator Certificate; and possession of an American Red Cross Lifeguard Instructor Training certificate and a Title 22 Instructor certificate is desirable.

Physical Requirements and Working Conditions:

Employee accommodations for physical and mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to swim for long periods.
- Require ability to walk long distances.
- Perform lifting, pushing and/or pulling which does not exceed 50 pounds and is an infrequent aspect of the job.
- Are subject to outside environmental conditions and/or inclement weather.
- May be required to work around loud noise.
- May be required to drive City and/or personal vehicle in the scope of employment.
- Require to work evenings and/or weekends.