

RESOLUTION NO. 20-045

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 PART-TIME RECREATION COORDINATOR

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 **RECREATION COORDINATOR (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 **RECREATION COORDINATOR (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 **RECREATION COORDINATOR (PART-TIME)**, Salary Range, 843, (\$24.67 – \$31.48), 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. 20-045 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

PART-TIME RECREATION COORDINATOR

Job Summary:

Under general supervision, to perform specialized professional work in recreation.

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. Plans, organizes, and coordinates recreational activities in specialized areas such as park programs, therapeutic recreation, aquatics, community events, fine arts, boy, girls, and adult sports, teen, pre-school, or senior citizen programs.
2. Reports on public response to existing programs, including information regarding attendance, schedules, expenditures, utilization of supplies and equipment.
3. Research and recommends new recreation programs and industry trends.
4. Enforces rules and regulations to assure the safety and welfare of participants.
5. Assists in budget preparation and monitors recreation budget expenditures in specified areas.
6. Drafts promotional materials, correspondence, surveys and reports.
7. May provide oversight to program volunteers and interns as required.
8. Provides information to and consults with the public.
9. 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 Experience:

Any combination equivalent to graduation from a community college with a degree in recreation or related field and approximately two (2) years of paid experience in the required specialty or related field. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Methods and techniques of developing and organizing group recreational activities.
- Rules, practices, and equipment used in specialized recreation activities.
- Principles of supervision and training.
- Basic budgeting principles, procedures and procurement practices.

Skill and Ability to:

- Implement specialized recreational activities and evaluate community needs.
- Communicate effectively in writing and orally.
- Meet approved minimal physical and medical standards.
- Establish and maintain effective working relationships with others.
- Identify and address concerns and recommend appropriate action.
- Must be fully computer literate and able to work in the following formats: Microsoft Word/Office, Outlook, PowerPoint, Database Management (Excel or Access), Publisher or other graphics program; must have outstanding communication skills (written and verbal) and must have the ability to work with culturally diverse groups and individuals.

License and Certificate:

Possession of a valid California Class C driver's license. Employee 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 driving record. Possession of valid Red Cross standard certificates in First Aid and CPR is desired.

Physical Requirements and Working Conditions:

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

- Require talking, hearing, and vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which is primarily sedentary and repetitive.
- Is subject to inside environmental conditions.
- May be required to work at a computer terminal for long periods of time.
- May require prolonged walking when working outside of the office/in the field.
- Lifting, pushing and/or pulling not to exceed 50 pounds.
- May be required to work in inclement weather without effective protection from sun, cold and rain.
- May be required to work around loud noise.
- May be required to use personal vehicle in the course of employment.
- May be required to attend periodic evening meetings and/or to travel within and out of District boundaries to attend meetings.
- May be required to work evenings, weekends and/or irregular hours.