

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**

319



FROM: Human Resources Dept.

SUBMITTAL DATE:
March 11, 2010

SUBJECT: Classification and Compensation recommendations for new classifications for the Regional Park and Open-Space District; provide a salary parity adjustment for the Lifeguard - Parks classification; and amend Ordinance 440 pursuant to Resolution No. 440-8831 submitted herewith.

RECOMMENDED MOTION: That the Board approve the recommendation contained in the attached Resolution 440-8831

BACKGROUND: The following recommendations are the result of a classification study request from the Regional Park and Open-Space District ("District") to establish six new classifications that will be used to staff the District's new Recreation Bureau, and provide a salary adjustment for the existing classification entitled Lifeguard - Parks in order to make it competitive with the local job market. The Recreation Bureau must be operational before the September opening of the County's Jurupa Valley Aquatic Facility, an approved \$22 million community service facility located in Rubidoux, in which the nearby Patriot High School will also have access to and participate in. When complete, this new facility will include a competition swimming pool and many aquatic attractions as well as a swimming recreation program. The Recreation Bureau will require specialists to adequately staff this facility and related programs.

Departmental Concurrence




Ronald W. Komers
Asst. County Executive Officer/Human Resources Dir.

FINANCIAL DATA	Current F.Y. Total Cost:	\$ 0	In Current Year Budget:	Yes
	Current F.Y. Net County Cost:	\$ 0	Budget Adjustment:	No
	Annual Net County Cost:	\$ 0	For Fiscal Year:	2009/10

SOURCE OF FUNDS: Departmental/District	Positions To Be Deleted Per A-30	<input type="checkbox"/>
	Requires 4/5 Vote	<input type="checkbox"/>

C.E.O. RECOMMENDATION:

APPROVE

BY: 
Karen L. Johnson

County Executive Office Signature

- Consent
- Policy
- Consent
- Policy

Dept's Recomm.:
Per Exec. Ofc.:

Prev. Agn. Ref.: | **District:** | **Agenda Number:**

3.21

CLASSIFICATION ADDITIONS

Bureau Chief - Parks: It is recommended to establish this classification at salary plan/grade PKM 145 L11 (\$93,845 - \$122,390). Incumbents will be responsible to plan, direct, manage and coordinate the programs and operations of a District Bureau; e.g., the Recreation Bureau, through subordinate managers and supervisors. This classification would also be allocated for other District Bureaus in the future. The salary is equivalent to the median salary of a local market survey conducted by the County Human Resources Department (HR) in February, 2010. This survey included the counties of Los Angeles, Orange, San Bernardino, San Diego and Ventura plus the cities of San Bernardino and Riverside. It is further recommended to make this classification 'At-Will' in accordance with the provisions of Article 6, Section 601E (8) of the County Management Resolution: The incumbent would serve at the pleasure of the Assistant Parks Director – Parks and would not be eligible for the Executive Performance Recognition Plan.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. HR supports the District recommendation to add this classification. The classification specification is attached.

Aquatics Coordinator - Parks: It is recommended to establish this classification at salary plan/grade PKS 106 L11 – (\$43,840 – \$57,138). Incumbents will be responsible to manage, plan, organize, supervise and direct the aquatics center and other swimming facilities. The District advised that qualified candidates for this classification will be difficult to recruit due to its specialized concept, knowledge, skills and abilities, and professional qualifications. The salary is equivalent to the median salary of a local market survey conducted by HR in February, 2010. This survey included Los Angeles County plus the cities of Riverside and San Diego.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. HR supports the District recommendation to add this classification. The classification specification is attached.

Pool Supervisor - Parks: It is recommended to establish this classification at salary plan/grade PKS 102 L11 – (\$39,273 – \$51,168). Incumbents will be responsible to direct, supervise and participate in the operation of the Jurupa Valley Aquatic Facility or other swimming facility; e.g., supervising lifeguards, enforcing safety rules and providing swimming instructional and regulatory services to the general public. The salary is 5.5% higher than the Aquatics Technician classification described below. Pool Supervisors would supervise Aquatics Technicians, and providing a 5.5% salary difference between supervisors and their subordinates is customary HR practice.

Since this request is only to add the classification to the Class Salary and Listing, there is no cost impact at this time. HR supports the District recommendation to add this classification. The classification specification is attached.

Aquatics Technician - Parks: It is recommended to establish this classification at salary plan/grade PKG 160 L11 – (\$37,235 – \$48,506). Incumbents will be responsible to perform skilled inspection, repair, maintenance and improvement of specialized aquatic equipment; i.e., pumps and controls, plumbing, water filtration, testing and purification. In order to maintain internal parity, the Aquatics Technician salary should be equivalent to the County's Maintenance Mechanic classification since the former is an occupational specialty that is equivalent to the latter in minimum qualifications, knowledge, skills and abilities, and scope of responsibility. The Aquatics Technician is also routinely responsible to ensure the health and safety of the general public.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. HR supports the District recommendation to add this classification. The classification specification is attached.

Senior Lifeguard - Parks: It is recommended to establish this classification at salary plan/grade PKG 119 L11 – (\$27,130 – \$35,298). Incumbents will be responsible to safeguard the public in aquatic activities and lead other lifeguards. Further, this senior level is certified to give swimming lessons to the public. The salary is equivalent to the median salary of a local market survey conducted by HR in February, 2010. This survey included the counties of Los Angeles and Ventura plus the cities of Riverside and San Diego.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. HR supports the District recommendation to add this classification. The classification specification is attached.

Public Services Worker- Parks: It is recommended to establish this classification at salary plan/grade PKG 100 L11 – (\$16,640 - \$21,588). Incumbents of this classification, in mostly seasonal assignments, will be responsible to perform a variety of public service duties; e.g., assist regular District staff, and advise and assist visitors. This classification is designed to provide members of the community a seasonal employment opportunity to participate in the operation of the District's programs and facilities, particularly the Jurupa Valley Aquatics Facility. The minimum salary step is set at the current California minimum wage of \$8.00 per hour.

Since this request is only to add the classification to the Class and Salary Listing, there is no cost impact at this time. HR supports the District recommendation to add this classification. The classification specification is attached.

PARITY ADJUSTMENT

Lifeguard - Parks: This classification has not been reviewed since April 1, 2000, and the District requests to have its salary reviewed to ensure it is still competitive with the current local market, particularly in light of the establishment of the new aquatics facility. Currently, this classification is assigned to salary plan/grade PKG 107 L11 (\$21,926 - \$28,488). A salary survey was conducted by HR in February, 2010, and the counties of Los Angeles and Ventura plus the cities of Riverside and San Diego had matching equivalent classifications. The median salary maximum of these jurisdictions is \$30,950 per year. It is recommended to grant an 8.6% parity adjustment to the Lifeguard – Parks classification to salary plan/grade PKG 109 L11 (\$23,803 - \$30,950) to restore its competitive status with the local job market.

Since there are currently no incumbents in this classification, there is no cost impact at this time.

1 RESOLUTION NO. 440-8831

2
3 BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in
4 regular session assembled on _____, 2010, that pursuant to Section 3(a)(iv) of
5 Ordinance No. 440, the Assistant County Executive Officer/Human Resources Director is authorized to
6 amend the Class and Salary Listing of Ordinance No. 440, operative the beginning of the pay period
7 following approval, as follows:

8	Job			Salary
9	<u>Code</u>	<u>+/-</u>	<u>Class Title</u>	<u>Plan/Grade</u>
9	85075	+	Aquatics Coordinator – Parks	PKS 106
10	85076	+	Aquatics Technician – Parks	PKG 160
11	85074	+	Bureau Chief – Parks	PKM 145
12	85077	+	Pool Supervisor – Parks	PKS 102
13	85079	+	Public Services Worker – Parks	PKG 100
14	85078	+	Senior Lifeguard – Parks	PKG 119

15 BE IT FURTHER RESOLVED that pursuant to Section 8.C. of Ordinance No. 440, the Assistant County
16 Executive Officer/Human Resources Director is authorized to amend the Class and Salary Listing of
17 Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as
18 follows:

19	Job		From Salary	To Salary
20	<u>Code</u>	<u>Class Title</u>	<u>Plan/Grade</u>	<u>Plan/Grade</u>
20	85048	Lifeguard – Parks	PKG 107	PKG 109

21
22 BE IT FURTHER RESOLVED that pursuant to Section 3(c)(ii) of Ordinance No. 440, is authorized to
23 add the following classification(s) to Appendix II, operative at the beginning of the pay period following
24 the date of approval, as follows:

25	Job		
26	<u>Code</u>	<u>+/-</u>	<u>Class Title</u>
26	85074	+	Bureau Chief - Parks



BUREAU CHIEF - PARKS

Class Code: 85074

COUNTY OF RIVERSIDE
Established Date: Mar 15, 2010
Revision Date: Mar 15, 2010

SALARY RANGE

\$45.12 - \$58.84 Hourly
\$7820.42 - \$10,199.17 Monthly
\$93,845 - \$122,390 Annually

CLASS CONCEPT:

Under direction, to plan, direct, and coordinate the programs and operations of a Bureau of the Riverside County Regional Park and Open-Space District ("District"); to assign and direct, through subordinate supervisors, the work of an assigned functional division; to act for the Assistant Park Director - Parks (Assistant Park General Manager) during absences and when assigned; and to do other work as required.

Incumbents function as Bureau Chiefs for the Park District, having management responsibility for the activities and resources of a specific bureau, i.e.: The Administration Bureau (consisting of Human Resources and Financial functions); the Recreation Bureau (which oversees all District recreation activities and programs); the Planning and Construction Bureau (which oversees all planned construction or projects under construction or renovation), and the Natural & Cultural Resources Bureau (which includes Nature Centers and coordination with the Trails Committee). The District may re-organize or add to these bureaus as circumstances and District plans warrant, but the classification concept, essential duties, and level/scope of responsibility remain unchanged.

This class has been designated At-Will by the Board of Supervisors, in accordance with the provisions provided under Article 6, Section 601E (8) of the County Management Resolution and serves at the pleasure of the Assistant Parks Director – Parks (Assistant Park General Manager).

REPRESENTATION UNIT: Parks Management

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plan, organize, coordinate, and evaluate the operational activities of a major bureau of the Riverside County Regional Park and Open-Space District; facilitate the coordination of activities with other County departments and other affected agencies.
- Organize and direct the administrative activities of the assigned bureau; plan and direct internal operations such as personnel actions, information systems, public service, procurement, physical plant operations and contract administration; direct the resolution of complex administrative problems; interview, hire, train and evaluate performance of subordinate staff.
- Make broad policy decisions for the program/ business work that is performed; assist Executive Management in establishing District policies and procedures.

- Oversee budget development; balances fiscal priorities; prioritize and allocate resources within the program, and coordinate resources with other Departments.
- Review and evaluate the effectiveness of relevant financial, accounting, customer service delivery, and information systems within the bureau and/or District; ensure compliance with local, State and federal laws, rules and regulations; direct the development and implementation of appropriate control systems, policies, and procedures.
- Recommend program improvements and develop specific plans for implementing these recommendations; assist in defining program goals and objectives, and participate in the development of program plans and procedures to assure effective program implementation.
- Assist in planning and directing future development of existing and potential park areas and prepare specific plans and specifications for the development and use of additional park facilities; direct and participate in the development of new programs to facilitate long and short term strategies.
- Prepare or supervise the preparation of a variety of complex fiscal, operational, and management reports and correspondence; conducts studies to identify, assess, and evaluate existing and proposed services, and implement changes to meet identified needs and priorities.
- Represent the District on various committees, organizations, and associations; act as liaison for the District in contact with other departments, governmental agencies, and community groups in matters related to the establishment, maintenance and improvement of District services and programs.
- Review the performance of subordinates by inspection and review of work sites, records and reports; keep Park management informed of any incidents or problems, and status of work in progress; make recommendations for hiring, promoting, disciplining and terminating personnel.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree in planning, public or business administration, park management, environmental studies, natural sciences, forestry or a closely related field. A Master's Degree in Recreation, Public or Business Administration is preferred.

Experience: Four years of administrative management experience which must have included management of personnel and high-level independent action and decision skills.

Knowledge of: Principles of personnel administration, supervision, and employee development; principles of budget preparation and fiscal management; principles of management; public services program planning and service delivery techniques; program planning and evaluation techniques; revenue sources and requirements; equipment, materials, and methods used in facilities operations and maintenance.

Ability to: Plan, coordinate, and supervise the work of others; analyze administrative, fiscal and personnel problems, evaluate alternatives and devise workable solutions; identify and resolve operational and administrative problems; coordinate the utilization of personnel, equipment and other resources within organization; interpret and apply federal, state and county laws, regulations and policies to operations and administration; prepare budget requests, costs and materials estimates; develop and prepare concise and logical oral and written reports; establish and maintain effective working relationships.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, the County of Riverside requires all new employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding or County Resolution.



AQUATICS COORDINATOR - PARKS

Class Code: 85075

COUNTY OF RIVERSIDE

Established Date: Mar 15, 2010

Revision Date: Mar 15, 2010

SALARY RANGE

\$21.08 - \$27.47 Hourly

\$3,653.35 - \$4,761.47 Monthly

\$43,840.16 - \$57,137.60 Annually

CLASS CONCEPT:

Under general supervision, to plan, organize, staff and direct a County-wide swimming program; to coordinate the operation and maintenance of all County pools and facilities with the Riverside County Park and Open-Space District; to supervise the operations and staff of the Jurupa Valley Aquatic Facility and the Lake Cahuilla Swimming Pool; to provide highly responsible and professional staff leadership and training; and to do related work as required.

Incumbents of positions in this class report to the Recreation Bureau Chief and assist in the management, operation and maintenance of the County's aquatic facilities and programs, having full supervision of pool supervisors and full management and responsibility over all of the districts aquatic programs. In addition, incumbents prepare studies, reports, budgets and other documents as assigned, and also are responsible for making presentations concerning aquatic programs and facilities to various government bodies and private groups.

REPRESENTATION UNIT: Parks Supervisory Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Plan, organize and direct County aquatics programs and the operations of aquatics and swimming facilities; plan, organize and develop schedules for instructional and recreational aquatics programs and activities involving multiple facilities/pools.
- Coordinate and participate in the selection, instruction and training of aquatics and other personnel; schedule and assign personnel to specific aquatic facilities and functions; supervise, motivate, discipline and evaluate subordinates.
- Contact organizations, community groups and residents to encourage use of County-wide aquatic and swimming facilities to expand attendance of swim lessons, pool rentals, evening swim events and other activities; conduct outreach programs with local area high schools, colleges, universities and aquatics associations for the purpose of training and recruiting of lifeguards.
- Plan, organize and conduct special programs and events; develop, maintain and provide promotional materials to be used for marketing aquatics programs, recruitment of personnel and public service announcements.
- Inspect pools and pool facilities for proper condition and operation including sanitation.

- Review and compile individual pool operating reports, program statistics and other reports on a scheduled basis; maintain records of admission fees from pools, oversee the deposits and prepare reports of receipts as required.
- Submit requests, requisitions and/or work orders for equipment, supplies or repairs to buildings, equipment and grounds.
- Participate in program planning meetings and assist in developing program and activity plans and reviewing current programs.
- Investigate complaints and accidents; prepare reports and recommendations as required.

RECRUITING GUIDELINES:

Education: Graduation from an accredited college or university with a Bachelor's degree with major work in recreation or a related field. Additional qualifying experience may be substituted for up to two years of required college education on a year for year basis.

Experience: Two years of full-time experience in group recreational activity leadership including at least one pool season of lifeguard supervision, swim instruction and pool management experience, OR at least three pool seasons (a minimum total of nine months) of lifeguard supervision, swim instruction and pool management experience.

Knowledge of: Principles of supervision, training, motivation, performance evaluation, progressive corrective discipline and budgeting; principals of basic public relations and promotion; water hazards, rescue methods, lifesaving techniques and first aid as applied to accidents in the pool environment; pool equipment, facilities, chlorination and sanitation; methods of handling, depositing and accounting for money received; federal, state and local health regulations and Park District policies as they pertain to the operation of public pools; personal computer operation and software applications; principles and practices of organizing and conducting public recreation and aquatics programs; recordkeeping and reporting procedures; instructional techniques and methods for recreation and aquatics programs for a variety of skills and abilities; community structures and processes; individual and group dynamics.

Ability to: Plan, organize, assign, supervise and review the work of others; demonstrate leadership in effectively managing the aquatics program; develop, in coordination with the Chief of Recreation, program standards and objectives; promote public facilities, events and programs; understand and follow oral and written instructions; communicate clearly and concisely, orally and in writing; establish and maintain effective operating records and reports; establish and maintain effective working relationships with pool personnel and the general public; select, train, motivate and evaluate subordinates; solve disciplinary issue effectively; operate a personal computer, applicable software applications and other new technology; swim with proficiency and endurance and meet standards of swimming competency as may be established by the Park District.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Driver License.

Other License/Certificates: Possession of (or ability to obtain within three months from date of hire) the following valid certificates: An Aquatic Facility Operator (A.F.O.) Certificate must be maintained throughout the course of employment; A Water Safety Instructor's Certificate; a Lifeguard Instructor's Certificate; a Basic Life Support Cardiopulmonary Resuscitation Instructor's Certificate, Levels A-E, issued by the American Heart Association; a Standard First Aid Instructor's Certificate; a American Red Cross Lifeguard Certificate (which includes first aid); and a American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer Certificate or American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate "C".

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



COUNTY OF RIVERSIDE
Established Date: Mar 15, 2010
Revision Date: Mar 15, 2010

POOL SUPERVISOR - PARKS

Class Code: 85077

SALARY RANGE

\$18.88 - \$24.60 Hourly
\$3,272.71 - \$4,264.00 Monthly
\$39,272.48 - \$51,168.00 Annually

CLASS CONCEPT:

Under general supervision, to direct, supervise and participate in the operation of a County public swimming pool or aquatic facility in protecting life, enforcing safety rules and regulations and providing swimming instruction; and to do related work as required.

Incumbents of positions in this class report to an Aquatics Coordinator and assist in the operation and maintenance of the County's aquatic facilities and programs. In addition, incumbents have full supervision of swimming pool and aquatic facility staff, such as lifeguards and aquatic technicians.

REPRESENTATION UNIT: Parks Supervisory Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Direct, supervise and participate in the operation of a public swimming pool or aquatic facility; schedule and assign lifeguard personnel; assign and participate in the supervision of the activities of swimmers in and around the pool as needed; supervise, train, discipline and evaluate all assigned subordinates.
- Inspect pool facilities and equipment and provide for the maintenance of proper sanitation and operation standards and levels; supervise aquatic technician; inspect and maintain life saving equipment.
- Rescue swimmers in distress; administer first aid in the event of injury and administer artificial respiration and other resuscitation procedures if required.
- Oversee the collection and reporting of admission fees; balance accounts of assigned aquatic facility or satisfactorily resolve discrepancies.
- Provide information and guidance to members of the general public; organize and participate in aquatic programs and events to facilitate their success.
- Enforce pool regulations and water safety policies; ensure subordinate staff enforce these regulations and policies.
- Administer and coordinate instructional classes in the fundamentals of swimming and water safety.
- Requisition necessary supplies and materials, maintain an inventory and prepare appropriate records and reports.

RECRUITING GUIDELINES:

Education: High School diploma or an equivalent General Educational Development (GED) certificate. Completion of college level course work is desirable. Completion of college level course work is highly desirable.

Experience: At least two pool seasons (a minimum of six months) of full-time lifeguard/teaching (Senior Lifeguard) experience.

Knowledge of: Principles of supervision, training, performance evaluation and progressive corrective discipline; water hazards, rescue methods, lifesaving techniques and first aid as applied to accidents in the water and surrounding areas; cardiopulmonary resuscitation; swimming and water safety instructional techniques and methods; record keeping and reporting procedures; methods of handling, depositing and accounting for money received; state and local health regulations as they pertain to the operation of public pools.

Ability to: Assign, supervise and participate in the operation of a public swimming pool; swim with proficiency and endurance and meet standards of swimming competency as may be established by the Park District; prevent dangerous situations from arising; recognize emergencies and take appropriate action; effectively instruct persons in the techniques of swimming and water safety; establish and maintain effective working relationships with pool personnel and the general public; prepare and maintain a variety of records and reports; understand and follow oral and written instructions; communicate clearly and concisely, orally and in writing; supervise, train and evaluate subordinates; solve disciplinary issue effectively.

OTHER REQUIREMENTS:

Must be at least 18 years of age at the time of appointment

License/Certificate: Possession of a valid California Driver's License.

Other License/Certificates: Possession of the following valid certificates: Water Safety Instructor's Certificate; American Red Cross Lifeguard Certificate (which includes first aid); American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer or American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



AQUATICS TECHNICIAN - PARKS

Class Code: 85076

COUNTY OF RIVERSIDE

Established Date: Mar 15, 2010

Revision Date: Mar 15, 2010

SALARY RANGE

\$17.90 - \$23.32 Hourly

\$3,102.94 - \$4,042.13 Monthly

\$37,235.33 - \$48,505.60 Annually

CLASS CONCEPT:

Under supervision, performs skilled tasks in maintaining and improving the County Park and Open-Space District's swimming pools and aquatic facilities. Incumbents are responsible for performing technical and skilled duties in the operation, cleaning, minor repairing and mechanical maintenance of aquatic equipment, facilities and areas; and to do related work as required.

Incumbents assigned to this class report to a Pool Supervisor and assist in the operation and maintenance of the County's aquatic facilities and equipment. Incumbents perform duties at the journey level. The work is performed independently and requires the capability to exercise independent judgment in dealing with the public and following safety procedures. Incumbents may oversee the work of subordinate workers and contractors.

REPRESENTATION UNIT: Parks General Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Maintain the County Park District pools and aquatic facilities, which includes: Testing water, hosing decks, removing pool covers, adding various chemicals, operating filter systems, vacuuming, setting up recreation equipment, ordering chemicals and cleaning equipment, scouring tiles, cleaning gutters and skimmers, mixing chemicals, adjusting controllers, cleaning and painting equipment and providing all required written reports.
- Operate filters, heaters, chlorinators and other pool equipment; operate and read pool water testing instruments and equipment.
- Check facility area for safety hazards and ensure that aquatic equipment is in place and in working condition.
- Participate in cleaning the pool and related facilities and equipment.

RECRUITING GUIDELINES:

Education: High School diploma or an equivalent General Educational Development (GED) certificate. Completion of college level course work is desirable.

Experience: A minimum of one year of pool maintenance experience or two years of general maintenance experience.

Knowledge of: Intermediate mathematics; appropriate safety precautions and procedures; basic principles of effective public relations; appropriate and safe use and maintenance of associated power tools; aquatic equipment problem diagnosis and solution; health codes and regulations as required by law, regulation and/or policy.

Ability to: Use hand and power tools in the course of work; read and interpret technical manuals and testing monitors, instruments and gauges; make accurate mathematical calculations; work without direct supervision; exercise good judgment in troubleshooting problems; perform heavy manual labor under adverse conditions which may include underground in trenches, pits, vaults, etc.; prevent dangerous situations from arising; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with Park District personnel and the general public; maintain clear and accurate records; observe, gather and analyze data.

OTHER REQUIREMENTS:

License/Certificate: Possession of, and continuously throughout employment, a valid California Class "C" Driver License.

Other License/Certificates: Possession of or ability to obtain a Certified Pool Operators Certificate within one year of employment.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



SENIOR LIFEGUARD - PARKS

Class Code: 85078

COUNTY OF RIVERSIDE
Established Date: Mar 15, 2010
Revision Date: Mar 15, 2010

SALARY RANGE

\$13.04 - \$16.97 Hourly
\$2,260.79 - \$2,941.47 Monthly
\$27,129.44 - \$35,297.60 Annually

CLASS CONCEPT:

Under supervision, to perform responsible and technical work in the protection of life, the enforcement of safety rules and regulations, and the provision of swimming instructions to the public at a County public swimming pool or aquatic facility; and to do related work as required.

Incumbents of positions in this class report to a Pool Supervisor and assist in the operation and maintenance of the County's aquatic facilities and programs. In addition, incumbents have lead person responsibility of swimming pool and aquatics facility staff such as lifeguards and custodial, maintenance and seasonal personnel in their routine duties, and instruct the public on swimming proficiency and water safety.

REPRESENTATION UNIT: Parks General Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Supervise the activities of swimmers in and around a public swimming pool; enforce pool regulations and water safety policies, and ensure subordinate staff enforces these regulations and policies.
- Makes periodic patrols of aquatics facilities and areas, warning people of unsafe conditions; posts appropriate warnings and informational signs and flags; may operate patrol boats.
- Rescue swimmers in distress, administer first aid in the event of injury and administer artificial respiration and other resuscitation procedures, if required.
- Collect and account for swimming pool admission fees, assist Pool Manager in balancing accounts of assigned aquatic facility and satisfactorily resolving discrepancies.
- Instruct scheduled classes in the fundamentals of swimming and water safety for members of the general public.
- Provide information and guidance to members of the general public; participate in aquatics programs and events to facilitate their success.
- Participate in cleaning the pool and related facilities and equipment; inspect and maintain lifesaving equipment and apparatus.

RECRUITING GUIDELINES:

Education: High School diploma or an equivalent General Educational Development (GED) certificate. Completion of college level course work is desirable.

Experience: At least one pool season (a minimum of three months) of seasonal or full time lifeguard experience.

Knowledge of: Principles and practices of water safety, rescue methods, lifesaving techniques and first aid as applied to accidents and accident prevention in the water and surrounding facility areas; techniques and methods of swimming instruction for all age groups; cardiopulmonary resuscitation; methods of handling, depositing and accounting for money received.

Ability to: Swim with proficiency and endurance and meet standards of swimming competency as may be established by the County Park District; prevent dangerous situations from arising, to recognize emergencies and to take appropriate action; effectively instruct persons in the techniques of swimming and in water safety; communicate clearly and concisely, orally and in writing; establish and maintain effective working relationships with pool personnel and the general public.

OTHER REQUIREMENTS:

Must be at least 18 years of age at the time of appointment

License/Certificate: Possession of a valid California Driver License may be required in some positions.

Other License/Certificates: Possession of the following valid certificates: Water Safety Instructor's Certificate at Step 2 and 3; American Red Cross Lifeguard Certificate (which includes first aid); American Red Cross Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer or American Heart Association Basic Life Support (BLS) Cardiopulmonary Resuscitation (CPR) Certificate.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.



PUBLIC SERVICES WORKER - PARKS

Class Code: 85079

COUNTY OF RIVERSIDE
Established Date: Mar 15, 2010
Revision Date: Mar 15, 2010

SALARY RANGE

\$8.00 - \$10.38 Hourly
\$1,386.67 - \$1,799.03 Monthly
\$16,640.00 - \$21,588.32 Annually

CLASS CONCEPT:

Under direct supervision, to perform a variety of unskilled duties and provide customer service at a Riverside County Park and Open-Space District facility; and to do related work as required.

Incumbents assigned to this class report to a District supervisor, and assist in the operation and maintenance of District facilities and programs. In addition, incumbents may have maintenance and custodial duties. Incumbents are normally employed seasonally, but may be employed for longer periods.

REPRESENTATION UNIT: Parks General Unit

EXAMPLES OF ESSENTIAL DUTIES:

(Depending on the area of assignment, duties may include, but are not limited to, the following)

- Serve and assist members of the general public with general information and guidance.
- Collect and account for District facility fees.
- Participate in District programs and events to facilitate their success.
- Participate in cleaning and maintaining the facilities and equipment; assist regular staff in the performance of their duties, when qualified to do so.

RECRUITING GUIDELINES:

Education: No required education.

Experience: No required experience.

Knowledge of: Effective communication with supervision and the general public both orally and in writing; methods of handling, depositing and accounting for money received.

Ability to: Advise the public as to rules and regulations tactfully and courteously, as may be established by the District; monitor the facility for dangerous situations, recognizing emergencies and reporting them to staff; communicate clearly and concisely, orally and in writing; comply with instructions and directions, both oral and written; establish and maintain effective working relationships with District personnel and the general public.

OTHER REQUIREMENTS:

License/Certificate: Possession of a valid California Class C Driver License may be required for

assignment to some positions.

PRE-EMPLOYMENT:

All employment offers are contingent upon successful completion of both a pre-employment physical exam, including a drug/alcohol test, and a criminal background investigation, which involves fingerprinting. (A felony or misdemeanor conviction may disqualify the applicant from County employment).

PROBATIONARY PERIOD:

As an Approved Local Merit System, the County of Riverside requires all new regular or seasonal employees to serve an initial probationary period, the duration of which is indicated in the applicable Memorandum of Understanding, County Resolution, or Salary Ordinance. Temporary and Per Diem employees serve at the pleasure of the agency/department head.