

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	_____
CM	_____
CA	_____

DATE: JULY 3, 2007

TO: CITY MANAGER/CITY COUNCIL

FROM: CLARA WONG, INTERIM DIR. OF ADMINISTRATIVE SERVICES

SUBJECT: ADOPTION OF THE UPDATED POSITION CLASS SPECIFICATIONS FOR SENIOR CIVIL ENGINEER AND RECREATION SUPERVISOR I/II

RECOMMENDED ACTION:

That the City Council:

- A. Adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING THE POSITION TITLE AND CLASS SPECIFICATION FOR SENIOR CIVIL ENGINEER; and
- B. Adopt A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, ADOPTING THE POSITION TITLE, SALARY RANGE, AND CLASS SPECIFICATION FOR RECREATION SUPERVISOR I/II.

ISSUES:

Staff is recommending that the job duties for the Construction, Capital Improvement Projects (CIP) and General Senior Civil Engineers be combined to one job classification description. Staff is also recommending to formally amend the existing Recreation Supervisor position to a Recreation Supervisor I/II to allow the City to fill the position more flexibly and balance the workload of the department. Council action and approval is required to accomplish these recommendations.

BACKGROUND:

The newly adopted budget for Fiscal Years 2007-08 and 2008-09 includes several staffing adjustments to better meet the needs of the community by adding positions in Public Works & Engineering Services and combining the Recreation and Parks Divisions to the Community Services and Parks Department.

As staff begins the recruitment process for the new Public Works Senior Civil Engineer positions, some modifications to the job class specifications need to be updated to better reflect the role of the positions in the department. This has resulted in the recommended

action to combine the roles of the Construction, CIP and General Senior Civil Engineer to one Senior Civil Engineer job classification description.

In addition, the need to recruit for a new Recreation Supervisor due to a recent resignation has caused staff to re-evaluate the position and its role in the newly created Community Services & Parks Department. Staff recommends that the position be reclassified to Recreation Supervisor I/II allowing the department to better fill the position to meet workload and enhance service to the community.

DISCUSSION:

As of the end of Fiscal Year 2006-07 the City had four authorized Senior Civil Engineer positions each with its own job classification description. Each of the four positions are specialized in specific areas of the department such as water quality, development, traffic and capital improvement projects. In the newly adopted budget for FY 2007-08 and 2008-09, two additional Senior Civil Engineer positions have been added to support construction management and general engineering. Instead of creating two additional job descriptions, staff feels it would be appropriate to consolidate the positions in the areas of construction management, general and capital improvement projects to one job classification description titled Senior Civil Engineer. There is enough overlap in responsibilities that one job description would be sufficient for these particular areas. In the areas of water quality, development and traffic, separate job descriptions should be kept since these are more specialized areas.

As part of the newly adopted FY 2007-08/2008-09 budget, the Recreation and Parks Divisions have been combined to form the Community Services and Parks Department. Kevin Evans who was the Recreation Manager has been reclassified to Director of Community Services and Parks. The Recreation Manager position that Kevin held will not be re-filled. In his new role, Kevin will continue to be responsible for most of the projects he oversaw as Recreation Manager. In addition, he will also take on some new responsibilities as a department head including managing the Parks Division and its staff, providing staff support to the Library Subcommittee and overseeing the Headlands Open Space Reserve.

Recently the position of Recreation Supervisor became vacant due to the incumbent accepting the same position at the City of San Clemente. Now that the position needs to be filled, staff has taken a closer look at the needs of the department and the recreation program as a whole. As it stands, the new Director of Community Services and Parks will be essentially taking on the role of Recreation Manager and department head. Both Community Services and Parks are very visible to and highly interactive with the community. It is important to ensure the success of the new department to have a highly competent and capable staff. It would serve the City well to have an individual in the Recreation Supervisor position who could handle more advanced level recreation programs and services. The position will also be key in relieving some of the burden off of the department director since the workload is already quite heavy. In order to accomplish this, staff recommends that the Recreation Supervisor job classification be modified to a Recreation Supervisor I/II. This will allow the department to attract a greater variety of candidates and the flexibility to hire the right "fit" for the department. A candidate who may not have the prerequisite experience but who is more than capable of handling the duties of

the position can be offered the Recreation Supervisor I. This would also give the individual as they grow into the position an advancement opportunity to a Recreation Supervisor II instead of searching for employment elsewhere. Also, if a candidate has more experience and maybe looking for an advancement opportunity from their current employer, they can be directly hired into the Recreation Supervisor II position.

As detailed in the attached job description (Exhibit I of Action Document B), the Recreation Supervisor I would be responsible for contractual class coordination, the recreation marketing program, special event coordination (i.e. Easter egg hunt, senior dances, summer concerts in the park) and working with local groups on senior services. The Recreation Supervisor II would perform the same duties listed, just on a broader scale. Additional programs would include the cultural/performing arts programs, teen programs and a possible future aquatics program. As the City continues to evolve and adds more programs, the Recreation Supervisor II position could take on more as opposed to hiring additional staff.

It is recommended to keep the existing salary range for Recreation Supervisor at \$3522 - \$4582/month for the Recreation Supervisor I position. This salary range has been set at 20% below the Management Analyst range since the City took over the Capistrano Bay Parks and Recreation District in 1994. This method of calculating the range for Recreation Supervisor is the established method per the agreement with the Dana Point Employees Association (DPEA). Most of the salary ranges for non-exempt positions are determined per an annual salary survey of Orange County cities designated in the Memorandum of Understanding (MOU). There are a few ranges that are figured by using a percentage of a different classification. Those positions that use a percentage rather than the average from a salary survey are agreed upon by the City and the DPEA. The average salary high for Recreation Supervisor from the cities listed in the MOU is \$5632/month (Supporting Document A). As per the MOU, the average salary maximum shall also be the maximum for non-exempt Dana Point positions. Also, salary ranges shall have a 30% spread between the range minimum and maximum. The recommended salary range for Recreation Supervisor II is \$4332 - \$5632/month.

Included in the resolution to adopt the Fiscal Year 2007-08 and 2008-09 budgets, staff will be preparing and providing to the City Council a classification and compensation analysis with a follow-up report prior to the end of fiscal year 2007-08. In order not to affect operations and customer service in the Community Services & Parks Department, staff is requesting that this reclassification be approved now as opposed to waiting for the results of the study so that there is no further delay in filling the position and being able to attract the best candidates.

FISCAL IMPACT:

There is no fiscal impact to create a single Senior Civil Engineer job classification.

The current salary range for a Recreation Supervisor is \$3522-\$4582 per month. This would continue to be the salary range for the Recreation Supervisor I. The proposed salary for the Recreation Supervisor II is \$4332-\$5632 per month. This equates to a maximum annual

cost increase of \$12,600 per year. No budget adjustment is necessary since there is salary savings from the beginning of July due to the position being vacant.

ALTERNATIVE ACTIONS:

1. Do not consolidate the job specification for Senior Civil Engineer
2. Do not reclassify the Recreation Supervisor to Recreation Supervisor I/II
3. Other alternatives as identified by Council.

ACTION DOCUMENTS:

- A. [Resolution to adopt position of Senior Civil Engineer](#)
- B. [Resolution to adopt position and salary range for Recreation Supervisor I/II](#)

SUPPORTING DOCUMENTS:

- A. [Recreation Supervisor Salary Survey](#)

ACTION DOCUMENT A

RESOLUTION NO. _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT,
CALIFORNIA, AUTHORIZING AND APPROVING THE NEW POSITION
TITLE AND CLASS SPECIFICATION FOR SENIOR CIVIL ENGINEER.**

WHEREAS, pursuant to the City's Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager recommends consolidation of the Senior Civil Engineer Capital Improvement Projects, Construction Management and General to one job specification titled Senior Civil Engineer and the City Council approve the formal adoption of the position title and class specification for Senior Civil Engineer.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The following class specification is designated as an exempt position and is hereby adopted, effective 07/03/2007:

Senior Civil Engineer ([Exhibit 1](#))

SECTION 2. All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

PASSED, APPROVED AND ADOPTED this 3rd day of July, 2007.

DIANE HARKEY, MAYOR

ATTEST:

KATHY M. WARD, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF DANA POINT)

I, Kathy M. Ward, City Clerk of the City of Dana Point, do hereby certify that the foregoing Resolution No. _____ was duly adopted and passed at a regular meeting of the City Council on the 3rd day of July, 2007, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

KATHY M. WARD, CITY CLERK

EXHIBIT 1**SENIOR CIVIL ENGINEER****DEFINITION:**

Under general direction from the City Engineer and/or the Director of Public Works performs difficult and complex professional engineering work requiring full professional competency. This individual is primarily responsible of managing and completing one or a portion of the following areas of the City: General Engineering, Capital Improvement Program Projects or Construction Management. Work may involve directing a small group of subordinate engineers and/or sub professional employees. Decides planning or design approach and program direction; performs design or design reviews of major engineering projects; manages design and construction contracts; develops program studies and procedures; conducts multi-agency/public/council subcommittee meetings; and maintains compliance with budgets and federal, state, regional and local professional and regulatory standings. This position also supports other Public Works Divisions such as, but not limited to; Development, General Engineering, Streets, Traffic, Water Quality, and Parks.

CLASS CHARACTERISTICS:

Senior Civil Engineer is a management and professional engineering class in the Public Works & Engineering Services Department. Assignments are function/section oriented, broad in scope and require the use of considerable independent judgment and action. Position may exercise technical and program supervision over subordinate professional, technical and/or clerical staff.

This position is at-will and exempt under FLSA standards.

EXAMPLES OF ESSENTIAL DUTIES:

Essential job functions may include, but are not limited to, the following: (*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*)

1. Manage Capital Improvement Projects from advertising through construction, including project safety, quality control, invoicing, scheduling, change orders and timely completion, as assigned
2. Determine the scope of engineering projects; prepare requests for proposals and contracts for consulting services; assist in the selection and supervision of consultant professional engineers for the development of plans, specifications, studies and reports; administer professional service contracts.
3. Develop plans, specifications and other contract documents for a variety of engineering projects such as, but not limited to, roads, right of way, drainage structures and other infrastructure.

4. Make technical engineering decisions and establish technical criteria and standards; provide technical and professional engineering support services relative to assigned area of responsibility; prepare special engineering studies, cost estimates, analyses and reports.
5. Review and approve specifications, plans and studies of consulting engineers and private contractors for moderately complex public or private development projects; check plans for conformance with federal, state, and local regulations and codes regarding line, grade, size, elevation and location of structures; review engineering calculations of other engineers or engineering technicians.
6. Manage and complete assigned projects within assigned time frames ensuring conformance with contract provisions; assist in the construction inspection of assigned projects; ensure conformance with contract plans and specifications associated with the assigned specialty area(s).
7. Perform field investigations, take photos, and prepare reports and presentations for the assigned area of responsibility.
8. Prepare and submit applications and secure permits for various projects and tasks including those required from the State of California Department of Transportation, regulatory agencies, the County of Orange, etc.
9. Make recommendations on approval of progress payments and change orders; prepare progress reports on projects; maintain project files.
10. Investigate field problems affecting property owners and contractors; provide information to the public; respond to citizen inquiries and complaints.
11. Coordinate assigned activities with consultants, engineers, developers, contractors, other City departments and divisions, and with outside agencies.
12. Participate in the Issuance and extension of various permits for assigned specialty area(s).
13. Recommend engineering conditions and mitigation measures for major construction and development projects assigned.
14. Prepare grant applications, review related funding applications, and process all required paperwork in compliance with various funding sources to secure allocated funding.
15. Participate in the analysis of engineering fee structures.
16. Prepare City Council and Subcommittee agenda items; participate as a technical advisor, staff representative or meeting facilitator at City Council, committees, civil groups, interagency meetings; and respond to public inquiries.
17. Review and prepare schedules for the upgrade, repair and replacement of public infrastructure projects and facilities.

18. Assist in the preparation and administration of operational budgetary and annual Capital Improvement Budget Report.
19. Assist in managing utility company work and permits as well as interfacing utility company work with the City's Capital Improvement Program to avoid conflicts.
20. Assume full management or technical responsibility for all services and activities within the division for general engineering, capital improvement projects and related programs.
21. Research and analyze a variety of management and administrative programs and issues in the CIP division; interview or coordinate with legal council, City Council, staff, citizens, public and others to obtain information; prepare necessary correspondence; prepare and present written and verbal reports on findings and implement recommendations.
22. Responsible for assuring proper maintenance of City equipment including, but not limited to, the full-size Xerox machine.

MINIMUM QUALIFICATIONS:

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.

Civil engineering principles and practices and their application to municipal public works, planning design, programming and construction.

Current public works terminology and construction practices including safety, surveying, inspection and engineering methods and materials as applicable.

Principles and practices of Capital Improvement Project planning and budgeting.

Methods and techniques for writing and presentations, contract management, business correspondence and information distribution; research and reporting methods, techniques and procedures.

Principles of personnel management including supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Public Works contract administration, including the process of contract preparation, contractor selection, administration of contract work, change order, disputes, claims, equal employment opportunity and closing of contracts.

Use of software programs, including but not limited to, AutoCAD, Microsoft Office, databases, e-mail, and other essential programs.

Principles of mathematics, including algebra, geometry, trigonometry and calculus, as applied to engineering work.

Safe work and driving principles and practices.

Ability to:

Work nights, weekends and holidays, if necessary, to complete tasks on time, and to attend meetings and functions.

Prepare accurate, comprehensive and well written plans, specifications, cost estimates and engineering reports.

Perform technical research work and maintain consistency with program objectives and standards.

Analyze and evaluate design drawings and specifications for public works construction.

Effectively, motivate and direct the work of subordinate engineering personnel.

Establish and maintain effective working relationships with those contacted in the performance of required duties, including staff, City Council, commissions, agencies, community groups and individual citizens.

Negotiate with consultants and contractors.

Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws and regulations.

Read and comprehend more complex material such as detailed operating and procedure manuals, contract specifications, specialized and technical reports and studies.

Communicate clearly and concisely, both orally and in writing, for differing audiences.

Understand and carry out oral and written instructions.

Provide courteous and responsive communications with the public.

Effectively use a variety of computer communication GIS and design programs and software.

Write clear, concise and accurate technical and non-technical reports, correspondence and memoranda; prepare reports, agreements and accurate records.

Operate a motor vehicle safely.

EDUCATION AND EXPERIENCE:

The following combination of education and experience is most typically likely to provide the requisite knowledge, skills and abilities:

Bachelor's degree from an accredited college or university with a major in civil engineering, construction management or a related field.

Five years of increasingly responsible professional civil engineering and/or construction management work.

LICENSES OR CERTIFICATES:

Registration as a Professional Civil Engineer in the State of California or ability to transfer through reciprocity within six months; or Construction Management Certification obtained through a professional organization such as the Construction Management Association of America (CMAA).

Possession of or ability to obtain a valid California driver's license

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position requires the ability to perform light lifting and carrying; sitting for prolonged periods of time; and walking standing and occasional hiking. Continuous hand use and finger dexterity needed to use computer keyboard and operate standard office equipment; occasional pushing, pulling, grasping, manipulation and reaching; and occasional use of hand and foot controls for driving. This position also requires the ability to read engineering drawings, plans, specifications, technical reports, contracts and other records. Good hearing is required when communicating on the telephone or in person.

WORK ENVIRONMENT:

The work environment described herein is representative of those an employee encounters while performing the essential function of this job. Work is performed primarily in the field and occasionally in an office environment. Controlled temperature conditions and no direct exposure to hazardous physical substances are experienced in office environments. While in the field, the incumbent may travel from site to site; and experience exposure to occasional disagreeable elements such as construction and traffic noise; dust, gas or fumes; walking on uneven ground; machinery and construction equipment; and occasional driving to job sites. High volume of work with tight deadlines and performs overtime work beyond regularly scheduled hours.

Note: All employees of the City of Dana Point are designated by both State law and City ordinance to be "Disaster Service Workers." In the event of a declared emergency or an undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

FLSA: Exempt

Physical Class: Light/Moderate

Approved:

Revised:

ACTION DOCUMENT B

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, AUTHORIZING AND APPROVING THE NEW POSITION TITLE, SALARY RANGE, AND CLASS SPECIFICATION FOR RECREATION SUPERVISOR I/II.

WHEREAS, pursuant to the City's Personnel Ordinance, the City Manager has the authority to hire, set salaries, and adopt personnel policies; and

WHEREAS, the City Manager recommends and the City Council wishes to approve and formally adopt the position title, salary range, and class specification of Recreation Supervisor I/II.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF DANA POINT, CALIFORNIA, DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. The following class specification is designated as a non-exempt position and is hereby adopted, effective 07/03/2007:

Recreation Supervisor I/II ([Exhibit 1](#))

SECTION 2. The following salary range for Recreation Supervisor I/II is hereby adopted effective 07/03/2007:

Recreation Supervisor I	\$3522-\$4582/month
Recreation Supervisor II	\$4332-\$5632/month

SECTION 3. All prior Resolutions and parts of Resolutions in conflict with this Resolution are hereby rescinded.

PASSED, APPROVED AND ADOPTED this 3rd day of July, 2007.

DIANE HARKEY, MAYOR

ATTEST:

KATHY M. WARD, CITY CLERK

STATE OF CALIFORNIA)
COUNTY OF ORANGE) ss.
CITY OF DANA POINT)

I, Kathy M. Ward, City Clerk of the City of Dana Point, do hereby certify that the foregoing Resolution No. _____ was duly adopted and passed at a regular meeting of the City Council on the 3rd day of July, 2007, by the following roll-call vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

KATHY M. WARD, CITY CLERK

EXHIBIT 1**RECREATION SUPERVISOR I/II****DEFINITION:**

Under general direction plans, organizes, and is responsible for the implementation of a variety of community and regional based services in which duties include recreation programming, staffing, marketing and contract administration; supervision of technical and support staff; establishing and maintaining relationships with appropriate community groups, committees and agencies; and assisting in administering program budgets.

CLASS CHARACTERISTICS:

Recreation Supervisor I: Incumbents in this classification are expected to perform varied technical assignments without detailed instruction or guidance. Position is involved in routine tasks and duties including contract management of recreation classes and senior services; overseeing the marketing program and coordination of less complex special events. Work requires creativity and resourcefulness to accomplish goals and objectives although may seek assistance from Community Services & Parks Director when issues arise regarding discretion outside of established parameters. Position exercises direct supervision over subordinate technical, administrative and/or clerical positions. Position may require working weekends, holidays and/or evenings.

Recreation Supervisor II: Work in this classification is distinguished from that of Recreation Supervisor I by the greater complexity of the assignments received, by the greater independence with which an employee is expected to operate and by the employee's comprehensive supervision and management of the assigned program(s). Employees at this level are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, have prior specialized program experience.

This position is non-exempt under FLSA standards.

EXAMPLES OF ESSENTIAL DUTIES:

Essential job functions may include, but are not limited to, the following: (*Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*)

1. Plan, develop and implement a broad recreational program which includes activities and services for children, youth, adults and seniors including: recreation classes, senior program, excursions, special events, sports and aquatics.
2. Maintain a high quality of contractual classes offered by the City; oversee the proper teaching techniques of the instructors as well as administering evaluations. Coordinate the scheduling of all classes and payments for all instructors.

3. Administer recreation program marketing efforts through the development of the quarterly recreation brochure, yearly calendar, banners, flyers; and advertisement in local publications.
4. Coordinate City's recreation activities with those of other local agencies, school districts, civic groups and businesses; meet with interested groups and individuals to discuss recreation programs and facilities including needed improvements.
5. Monitor facility use and make recommendations on the facility needs of the public.
6. Assists in preparing and administering division budget; submit budget recommendations; monitor expenditures.
7. Recommend and assist in the development and implementation of City, departmental and divisional policies and procedures; guidelines; service levels; goals and objectives.
8. Participate in the selection of recreation staff. Provide and coordinate staff training; establish and monitor performance goals and objectives; prepare and present employee evaluations; work with employees to correct deficiencies; and implement disciplinary procedures.
9. Manage and oversee the use and operation of recreation facilities, including programming, maintenance and rental to the public and outside agencies.
10. Coordinate special events either City sponsored or co-sponsored with other agencies. Oversee logistics, publicity and supervise staff and volunteers.

MINIMUM QUALIFICATIONS:

Recreation Supervisor I:

Knowledge of:

Methods and techniques of planning and directing public recreation activities.

Principles of personnel management including supervision, training and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations.

Writing, record keeping, marketing, budgeting and public relations techniques.

Principles of community organization and public relations.

First Aid and Cardiopulmonary Resuscitation (CPR) and AED methods.

Computer software programs including Microsoft Word, Excel, Power Point, Publisher and Outlook, and other specialized programs related to recreation registration and administration.

Methods and techniques of effective customer service.

Safe work principles and practices.

Ability to:

Plan, develop and supervise community, recreation and volunteer programs.

Gain and hold the support and enthusiasm of individuals, groups and volunteers.

Make public presentations.

Communicate clearly and concisely, both orally and in writing

Establish and maintain effective working relationships with those contacted in the performance of required duties, including staff, City Council, commissions, agencies, community groups and individual citizens.

Provide courteous and responsive communications with the public.

Interpret, apply and ensure compliance with federal, state and local policies, procedures, laws, regulations.

Operate a motor vehicle safely.

Recreation Supervisor II:

In addition to the requirements for Recreation Supervisor I:

Knowledge of:

Planning, organizing and directing activities including recreation, maintenance, contract administration, contract negotiation, facility planning and development, interagency coordination and senior support services.

Methods and techniques for writing and presentations, contract management, business correspondence and information distribution; research and reporting methods, techniques and procedures.

Marketing theories and practices and their application to a wide variety of recreation services.

General principles of risk management.

Ability to:

Analyze problems, identify alternative solutions, project consequences and proposed actions and implement recommendations in support of goals.

Develop and administer assigned programs, budgets and projects.

Exercise sound independent judgment within established procedures and guidelines.

Elicit community and organizational support for recreation programs.

EDUCATION AND EXPERIENCE:

The following combination of education and experience is most typically likely to provide the requisite knowledge, skills and abilities:

Recreation Supervisor I:

Bachelor's degree from an accredited college or university in recreation, physical education or related fields.

Two years of increasingly responsible experience in recreation programs, including some supervisory experience.

Recreation Supervisor II:

Bachelor's degree from an accredited college or university in recreation, physical education or related fields.

Four years of increasingly responsible experience in recreation programs, including two years of which has been in a supervisory role.

LICENSES OR CERTIFICATES:

Possession of a valid American Red Cross First Aid Certificate.

Possession of a current Cardiopulmonary Resuscitation (CPR) Certificate.

Possession or ability to obtain an Automated External Defibrillator (AED) Certificate.

Possession of or ability to obtain a valid California driver's license

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Position requires the ability to perform light lifting and carrying; sitting for prolonged periods of time; frequent walking and occasional standing and/or bending. Continuous hand use and finger dexterity needed to use computer keyboard and operate standard office equipment; occasional pushing, pulling, grasping, reaching; and occasional use of hand and foot controls for driving. Good hearing is required when communicating on the telephone or in person.

WORK ENVIRONMENT:

The work environment described herein is representative of those an employee encounters while performing the essential function of this job. Primarily office environment with controlled temperature conditions and no direct exposure to hazardous physical substances. Occasional field work where incumbent may be required to work on all types of floor surfaces, in a variety of facilities,

in varying temperatures. Incumbents may be exposed to blood and body fluids while rendering First Aid and/or CPR. Occasional driving to meetings, events and/or facility locations may be required.

Note: All employees of the City of Dana Point are designated by both State law and City ordinance to be "Disaster Service Workers." In the event of a declared emergency or an undeclared emergency or natural disaster that threatens the life, health and/or safety of the public, employees may be assigned to assist rescue and relief workers. Such assignments may be in locations, during hours and performing work significantly different from the employees' normal work assignments and may continue through the recovery phase of the emergency.

FLSA: Non-Exempt

Physical Class: Light

Approved:

Revised:

SUPPORTING DOCUMENT A

AGENCY	AGENCY_TITLE	SAL_L	SAL_H					
SEAL BEACH	RECREATION PROGRAM FACILITATOR	\$ 4,236	\$ 5,149	LAGUNA HILLS	RECREATION SUPERVISOR	\$ 5,289	\$ 6,429	HIGH
LAKE FOREST	RECREATION SUPERVISOR	\$ 3,972	\$ 5,163	LA PALMA	COMM SERVICES SUPERVISOR	\$ 3,683	\$ 4,935	LOW
CYPRESS	RECREATION SUPERVISOR	\$ 4,360	\$ 5,231					
PLACENTIA	RECREATION SUPERVISOR	\$ 4,821	\$ 5,303					
SAN CLEMENTE	RECREATION SUPERVISOR	\$ 4,644	\$ 5,645					
YORBA LINDA	RECREATION SUPERVISOR	\$ 4,703	\$ 5,716					
LOS ALAMITOS	RECREATION SUPV.	\$ 4,723	\$ 5,740					
STANTON	PARKS AND RECREATION SUPERVISOR	\$ 4,882	\$ 5,934					
BREA	COMM. SERVICES SUP	\$ 4,671	\$ 5,980					
LAGUNA NIGUEL	RECREATION SUPERVISOR	\$ 4,802	\$ 6,002					
MISSION VIEJO	COMMUNITY SERVICES SUPERVISOR	\$ 4,509	\$ 6,087					
	AVERAGE	\$ 4,575	\$ 5,632					
LAGUNA BEACH	SENIOR REC. SUPERVISOR	\$ 4,506	\$ 6,342					
	AVERAGE INCLUDING LAGUNA BEACH	\$ 4,569	\$ 5,691					
DANA POINT	RECREATION SUPERVISOR	\$ 3,522	\$ 4,582		19% less than average salary high			
PROPOSED SALARIES								
	RECREATION SUPERVISOR I	\$ 3,522	\$ 4,582					