

# Livermore Area Recreation and Park District

## Staff Report

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TO: Chair Furst and Personnel Committee

FROM: Mathew Fuzie, General Manager

PREPARED BY: Jeffrey Schneider, Administrative Services Manager  
Megan Shannon, Human Resources Officer

DATE: May 11, 2021

SUBJECT: **Newly Proposed Job Classifications**

COMMISSION: Personnel Commission recommended approval, with edits (May 4, 2021)

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**Recommendation:** That the Personnel Committee recommend that the Board of Directors approve the five (5) newly proposed job classifications.

**Purpose:** To address various organizational needs while simultaneously creating additional growth opportunities for internal staff.

**Effective:** July 1, 2021

### Highlights:

- Park Maintenance Technicians I & II:** Currently the Parks Department has entry level Park Workers (starting at \$17.51/hr.), and Park Maintenance Technicians (starting at \$28.69 an hour), with no opportunity for advancement in between the two classifications. Park Workers are entry level employees responsible for routine and semi-skilled tasks, whereas Park Maintenance Technicians are responsible for the full range of skilled Park Maintenance responsibilities. In order to bridge the large gap between the two ranges, staff recommends splitting the Park Maintenance Technician into Technician I and Technician II. The Technician I will be responsible for performing skilled work (such as applying fertilizers and pesticides, full scale irrigation, etc.). The responsibilities of the Technician II will mirror those of the Technician I, but additionally, will require staff to possess at least one Park Maintenance related certification.
- Facility Maintenance Field Supervisor:** A year ago, the Facility Maintenance Supervisor took on the additional responsibility of the Park Maintenance Department following the retirement of the former Parks and Facilities Manager. His supervisor role was not backfilled, as he took the time to understand his new organization and assessed its needs, as well as due to the

financial constraints necessitated by the pandemic. At this point, it is clear that the breadth of responsibilities now associated with the Parks and Facilities Manager calls for a Field Supervisor to be introduced to supervise the Facility Maintenance division full-time. As well, the District has positioned itself financially such that it can support the addition of the Field Supervisor role. The Facility Maintenance Field Supervisor will have responsibilities which align with the current Field Supervisors in both Park Maintenance and Open Space.

3. **Human Resources Analyst:** Currently, the Human Resources (HR) division consists of an Administrative Services Manager, HR Officer, and two HR Technicians. The HR Technician is responsible for various paraprofessional and administrative tasks, whereas the HR Officer is responsible for the overall administrative and operational responsibilities of all HR services. The division has realized the need for a data-focused individual, who possesses the ability to research, collect, and analyze data for various studies and reports. The HR Analyst would take on these responsibilities and more, while creating a growth opportunity for staff between the Technician and Officer levels.
  
4. **Open Space Interpreter (final title TBD):** As programs reopen, the Open Space Department seeks an expert in interpretive programming who can add value in creating new programs, evaluating program curriculum and managing outreach to the community in regard to open space programs. While there is currently some expertise in the department, the recent departure of a Ranger who had an extensive background in programming has left a void. Rather than recruiting for an additional Ranger who functions as a generalist, the department has identified the need to hire an interpreter who specializes in programming and who can oversee other employees who are managing programs.



# PARK MAINTENANCE TECHNICIAN I

## **SUMMARY**

Under general supervision, performs a variety of routine semi-skilled and skilled duties in the maintenance, repair, and construction of parks, grounds, and recreation facilities. Areas of responsibility, include, but are not limited to: mowing; trimming; aerating; fertilizing; seeding lawns; and planting a variety of trees, shrubs, and plants. Ensures the continued health of District landscapes. Operates vehicles and a variety of construction and maintenance equipment. Performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. May direct lower-level staff.

## **DISTINGUISHING CHARACTERISTICS**

This is the journey-level classification within the Park Maintenance series responsible for performing a variety of routine semi-skilled and skilled duties in the maintenance, repair, and construction of parks, grounds, and recreation facilities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Park Maintenance Technician II in that the latter serves in a lead capacity, possesses certifications related to park maintenance, and is responsible for performing the more complex work.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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. Performs varied semi-skilled and skilled maintenance duties in the maintenance, repair, and construction of parks, grounds, and recreation facilities; areas of responsibility, include, but are not limited to, inspecting and maintaining parks, fields, and grounds to ensure that District facilities provide the highest level of safety for public use.
2. Mows, weeds, trims, aerates, fertilizes, seeds, lays sod, and edges lawns; plants a variety of shrubs, trees, groundcover, and flowers; prunes and trims hedges, trees, shrubs, and flowers; inspects and repairs irrigation systems; ensures the continued health of District landscapes.
3. Assists with the diagnoses of turf and plant problems; applies fertilizers and pesticides under direction of a licensed Qualified Applicator.
4. Inspects, maintains, and repairs picnic tables, fences, benches, trash cans, and playground equipment, ensuring all equipment is in a safe operating condition; reports maintenance needs and safety hazards to appropriate staff.
5. Picks up trash; rakes leaves and clears debris from walkways, fields, and park grounds; removes graffiti; repairs signs and vandalized property; reports vandalism.
6. Operates vehicles and a variety of equipment used in landscape work.
7. Inspects tools and equipment for safety and mechanical defects and ensures they are in proper operating condition.
8. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor, as appropriate.
9. Follows safe working practices and makes appropriate use of related safety equipment, as required.
10. Maintains records and logs of daily activities.
11. Assists with District special events as needed.
12. Performs related duties as assigned.



# PARK MAINTENANCE TECHNICIAN I

## QUALIFICATIONS

### Education and Experience:

- High School Diploma or GED;

**AND**

- Two years of relevant work experience.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### Knowledge of:

- Materials and equipment used in the maintenance, repair, and installation of park fields, grounds, landscapes, and facilities.
- Methods and techniques of maintaining the safety of parks and playgrounds.
- Basic plant identification.
- Identifying plant diseases and their causes.
- Proper handling of fertilizers and pesticides.
- Practices and procedures used in turf management, irrigation, landscape construction, and pest control.
- Maintaining tools and equipment used in park maintenance.
- Relevant laws, rules, regulations, policies, and procedures.
- Occupational hazards and related safety precautions.
- Principles and procedures of recordkeeping.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

### Ability to:

- Assist in the performance of landscape construction and maintenance.
- Operate tools and equipment safely.
- Perform heavy manual labor for extended periods in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate mathematic calculations.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Maintain records and files on work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.

### Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.

## PHYSICAL DEMANDS

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to



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## **PARK MAINTENANCE TECHNICIAN I**

lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test.

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: 7464L/PT458

FLSA Status: Non-Exempt

Supersedes: Park Maintenance Technician dated 5/31/2017





## **PARK MAINTENANCE TECHNICIAN II**

### **SUMMARY**

Under general supervision, performs a variety of routine semi-skilled and skilled duties in the maintenance, repair, and construction of parks, grounds, and recreation facilities. Areas of responsibility, include, but are not limited to: mowing; trimming; aerating; fertilizing; seeding lawns; and planting a variety of trees, shrubs, and plants. Ensures the continued health of District landscapes. Operates vehicles and a variety of construction and maintenance equipment. Performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from higher-level supervisory staff and direction from higher-level staff. May direct lower-level staff.

### **DISTINGUISHING CHARACTERISTICS**

This is the journey-level classification within the Park Maintenance series responsible for performing a variety of routine semi-skilled and skilled duties in the maintenance, repair, and construction of parks, grounds, and recreation facilities. Incumbents at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies. Work is reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements. This classification is distinguished from the Park Maintenance Field Supervisor in that the latter serves in a lead capacity over all park crews and is responsible for performing the more complex work.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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. Performs varied semi-skilled and skilled maintenance duties in the maintenance, repair, and construction of parks, grounds, and recreation facilities; areas of responsibility, include, but are not limited to, inspecting and maintaining parks, fields, and grounds to ensure that District facilities provide the highest level of safety for public use.
2. Mows, weeds, trims, aerates, fertilizes, seeds, lays sod, and edges lawns; plants a variety of shrubs, trees, groundcover, and flowers; prunes and trims hedges, trees, shrubs, and flowers; inspects and repairs irrigation systems; ensures the continued health of District landscapes.
3. Diagnoses turf and plant problems; when licensed as a Qualified Applicator, applies fertilizers and pesticides and/or directs other employees in the safe use of pesticides and keeps accurate logs of chemical use.
4. Inspects, maintains, and repairs picnic tables, fences, benches, trash cans, and playground equipment, ensuring all equipment is in a safe operating condition; reports maintenance needs and safety hazards to appropriate staff.
5. Picks up trash; rakes leaves and clears debris from walkways, fields, and park grounds; removes graffiti; repairs signs and vandalized property; reports vandalism.
6. Operates vehicles and a variety of equipment used in landscape work.
7. Inspects tools and equipment for safety and mechanical defects and ensures they are in proper operating condition.
8. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to supervisor, as appropriate.
9. Follows safe working practices and makes appropriate use of related safety equipment, as required.
10. Maintains records and logs of daily activities.
11. Assists with District special events as needed.
12. Performs related duties as assigned.



## PARK MAINTENANCE TECHNICIAN II

### QUALIFICATIONS

#### Education and Experience:

- High School Diploma or GED;

**AND**

- Two years of relevant work experience.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

#### Knowledge of:

- Materials and equipment used in the maintenance, repair, and installation of park fields, grounds, landscapes, and facilities.
- Methods and techniques of maintaining the safety of parks and playgrounds.
- Basic plant identification.
- Identifying plant diseases and their causes.
- Proper handling of fertilizers and pesticides.
- Practices and procedures used in turf management, irrigation, landscape construction, and pest control.
- Maintaining tools and equipment used in park maintenance.
- Relevant laws, rules, regulations, policies, and procedures.
- Occupational hazards and related safety precautions.
- Principles and procedures of recordkeeping.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

#### Ability to:

- Assist in the performance of landscape construction and maintenance.
- Operate tools and equipment safely.
- Perform heavy manual labor for extended periods in all types of weather.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate mathematic calculations.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Maintain records and files on work performed.
- Use English effectively to communicate in person, over the telephone, and in writing.

#### Licenses and Certifications:

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- At time of appointment, must possess one or more of the following and maintained throughout employment:
  - California Department of Pesticide Regulations Qualified Applicator's Certificate (QAC), Categories B or C,
  - California Department of Pesticide Regulations Qualified Applicator's License (QAL), Categories B or C,
  - International Society of Arboriculture (ISA) Arborist Certificate,
  - California Department of Agriculture Pest Control Advisors License (PCA); (categories A, D, E, & G are desirable)
  - Certified Irrigation Auditor through the Irrigation Association (IA),
  - Backflow Tester Certificate,
  - Playground Safety Inspector Certificate.



## **PARK MAINTENANCE TECHNICIAN II**

### **PHYSICAL DEMANDS**

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test.

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: 7474L/PT460

FLSA Status: Non-Exempt

Supersedes: Park Maintenance Technician dated 5/31/17





# FACILITY MAINTENANCE FIELD SUPERVISOR

## **SUMMARY**

Under direction, implements, monitors, evaluates, and supervises assigned maintenance programs; ensures that District facilities are maintained in a safe and compliant condition. Areas of responsibility include, but are not limited to, oversight and participation in complex projects in maintenance and construction, including carpentry, painting, plumbing, electrical, and heating, ventilation and air conditioning (HVAC). Trains, evaluates, and supervises staff. Performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from Parks and Facilities Manager. Exercises direct supervision over assigned staff.

## **DISTINGUISHING CHARACTERISTICS**

The Facility Maintenance Field Supervisor is responsible for implementing facility maintenance operations, and directing, evaluating, and supervising staff to maximize service delivery to the community. Performance requires the ability to work independently with initiative and discretion within established guidelines. This classification is distinguished from the Parks and Facilities Manager in that the latter is responsible for strategic planning and management of all District parks and facilities with overall administrative and operational responsibility for facilities maintenance and services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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. Implements and monitors facility maintenance operations.
2. Provides direction and oversees the operations and activities of assigned facility maintenance crews.
3. Oversees the scheduling and activities of staff and contractors; plans, assigns, trains, directs, and monitors staff duties; evaluates employee performance and initiates disciplinary actions when needed.
4. Plans and conducts in-service training programs; monitors status of required licenses and certifications to ensure a high performing team.
5. Oversees and participates in complex projects in facility maintenance and construction; ensures adherence to safe and efficient work methods, procedures, and practices.
6. Plans work assignments, including materials and staff resources needed to perform the work; develops work plans, procedures, and schedules.
7. Evaluates assigned work projects, including materials and staff resources needed to perform the work; estimates time, materials, and equipment necessary for the successful completion of the project; acquires necessary resources as appropriate.
8. Provides manager with updates on project status; informs manager of facility maintenance and construction problems and needs.
9. Performs safety inspections of District facilities and ensures that safe work methods and safety precautions are observed; utilizes appropriate safety equipment in working around hazardous chemicals and in hazardous environments.
10. Performs the work of lower-level facility maintenance staff as needed.
11. Receives and responds to questions and concerns from patrons; identifies issues and resolves problems or refers to manager as appropriate.
12. Monitors inventory, orders supplies and equipment, and maintains purchase records within authorized budget.
13. Maintains records and logs of daily activities.
14. Assists with District special events as needed.
15. Performs related duties as assigned.



# FACILITY MAINTENANCE FIELD SUPERVISOR

## QUALIFICATIONS

### Education and Experience:

- High School Diploma or GED, supplemented by two years or 60 units of college level coursework in business administration, construction management, facility management, or a related field; Bachelor's Degree desirable;

**AND**

- Five years of relevant experience.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### Knowledge of:

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating facility maintenance projects.
- Principles and practices of supervision and leadership, including work planning, assignment review, evaluation, discipline, and training.
- Principles, practices, and methods of skilled trades areas, including carpentry, plumbing, electrical, painting, and HVAC.
- Methods and techniques of inspecting maintenance and repair work to ensure compliance with safety requirements and District standards.
- Proper cleaning methods and the safe use of cleaning materials, disinfectants, paints, oils and stains, custodial tools, and equipment.
- Relevant laws, rules, regulations, policies, and procedures.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships.
- Methods and techniques to ensure compliance with safety requirements.
- Modern office practices, methods, and computer equipment and applications.

### Ability to:

- Select, supervise, and lead staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned areas and working teams.
- Assist with the planning and developing of facility maintenance policies and procedures.
- Perform skilled facilities maintenance and repair work in a diverse range of trade areas.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Maintain accurate financial records and work within authorized budgeted resources.
- Read and understand complex construction and development plans and specifications.
- Operate a variety of tools and equipment properly and safely.
- Perform heavy manual labor.
- Review work to be performed and identify resources necessary to complete the work.
- Respond appropriately to changing situations.
- Troubleshoot maintenance problems and determine materials and supplies required for repair.
- Make accurate mathematic calculations.
- Speak effectively in public.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.



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## **FACILITY MAINTENANCE FIELD SUPERVISOR**

### **Licenses and Certifications:**

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Relevant professional certifications are desirable.

### **PHYSICAL DEMANDS**

Must possess: strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors in wiring; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to chemicals, mechanical and electrical hazards, and hazardous physical substances and fumes. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an on-call and irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: 5255L/PT445

FLSA Status: Non-Exempt

Supersedes: NEW





## **SUMMARY**

Under limited direction, performs a variety of professional, analytical, and administrative human resources functions, including, but not limited to, classification, compensation, and benefits management, policy and procedure development, performance management, and training and development; researches, collects, and analyzes data for various studies and reports; and performs related work as required.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from supervisory and management staff. Leads and directs lower-level staff and volunteers.

## **DISTINGUISHING CHARACTERISTICS**

The Human Resources Analyst is an advanced journey-level classification responsible for professional, analytical, and administrative human resources support. Performance requires ability to work independently with initiative and discretion, exercise sound judgment in analyzing complex problems, and formulating recommendations under minimal supervision. This class is distinguished from the Human Resources Officer in that the latter has overall administrative and operational responsibilities of all human resources services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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. Performs a variety of professional, analytical, and administrative human resources support duties, including, but not limited to, recruitment, pre-employment, on-boarding, performance management, training, and termination processes.
2. Performs classification and compensation studies; develops, revises, and maintains job descriptions and makes recommendations to management.
3. Develops, implements, and maintains computer systems and applications, tracking systems, databases, and spreadsheets.
4. Implements employee benefits program; coordinates with benefit vendors, prepares benefit informational documents, administers Open Enrollment, reviews benefit contracts, and maintains benefit data via the Human Resources Information System (HRIS).
5. Manages governmental reporting as it relates to human resources.
6. Develops, monitors, and maintains the performance management application.
7. Establishes and maintains human resources files.
8. Reviews a variety of documents for accuracy and completeness.
9. Develops policies, procedures, and forms.
10. Reviews training requests; develops, recommends, and provides training to staff.
11. Monitors, interprets, and enforces relevant laws, rules, regulations, policies, and procedures.
12. Receives and responds to questions and concerns from employees and the public; identifies issues and resolves problems or refers to supervisor as appropriate.
13. Conducts research and analysis; collects and interprets information and data and prepares detailed summaries, reports, presentations, and general and technical correspondence.
14. Works collaboratively with internal and external customers.
15. Assists with District special events as needed.
16. Performs other duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- Associate's degree or equivalent in human resources, business or public administration, or a related field is required;
- AND**
- Three years of relevant experience.

**OR**



- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### **Knowledge of:**

- Principles and practices of the human resources function.
- Methods, techniques, and practices of data collection and basic report writing.
- Business letter writing and standard writing practices for correspondence.
- Relevant laws, rules, regulations, policies and procedures.
- Principles and practices of recordkeeping.
- Relevant occupational hazards and standard safety practices.
- Modern office practices, methods, computer equipment, and applications.

### **Ability to:**

- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Review documents for completeness and accuracy.
- Maintain accurate and confidential records.
- Review and reconcile a variety of records.
- Perform detailed human resources functions accurately and in a timely manner.
- Maintain confidentiality.
- Make accurate mathematic and statistical computations.
- Speak effectively in public.
- Compose correspondence and reports independently or from brief instructions.
- Enter and retrieve data from a computer with sufficient speed and accuracy.
- Establish and maintain a variety of filing, recordkeeping, and tracking systems.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Use English effectively to communicate in person, over the telephone, and in writing.

### **Licenses and Certifications:**

- At time of appointment, California Driver's License with a satisfactory driving record maintained throughout employment.
- Relevant professional certifications are desirable.

### **PHYSICAL DEMANDS**

Must possess: mobility to work in a standard office setting and use standard office equipment, including a computer and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard, calculator, and to operate standard office equipment. Occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Ability to lift, carry, push, and pull materials and objects up to 40 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents typically work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.



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# HUMAN RESOURCES ANALYST

## **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test

## **CLASSIFICATION DETAILS/HISTORY**

Job Code: PT802

FLSA Status: Non-Exempt

Supersedes: NEW





# OPEN SPACE INTERPRETER (Final Title TBD)

## **SUMMARY**

Under direction, develops, implements, and coordinates the interpretive programs of the open space unit. Incumbents will work hands-on teaching and administering open space programs. Areas of responsibility include, but are not limited to, creating new programs, evaluating program curriculum, and managing outreach to the community in regards to open space programs.

## **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from higher-level management staff. Leads and directs lower-level staff and volunteers.

## **DISTINGUISHING CHARACTERISTICS**

The Interpreter is responsible for developing, implementing, monitoring, and evaluating, interpretive programs. The position will work with the open space staff to maximize service delivery to the community. Performance requires the use of independence, initiative, and discretion. This classification is distinguished from the Community Services Manager in that the latter is responsible for strategic planning and management of all Community Services programs with overall administrative and operational responsibility for programs and services.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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. Oversees the development, promotion, and implementation of open space interpretive programs; prepares interpretive materials, including newsletter articles, displays and exhibits, teacher education guides, parkflyers, and brochures to depict natural history and cultural resources of the parks and region.
2. Oversees the activities of staff and volunteers; plans, assigns, trains, directs, and monitors staff duties related to interpretive programs.
3. Develops uniform interpretive standards and provides criteria for standardizing interpretive materials and presentations.
4. Assists in the review of open space development plans related to interpretive activities.
5. Conducts research to identify interpretive programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new interpretive programs, or modifications of existing interpretive programs, to meet community needs and implements management decisions.
6. Performs community outreach to promote interpretive programs and stimulate interest in District offerings.
7. Prepares marketing materials, such as course descriptions, interpretive program brochures, newsletters, and announcements; uses social media and other forums to maximize community outreach and participation.
8. Works closely with the Community Services Manager on interpretive program budgets and grants; assists with projecting revenue and expenditures; monitors and tracks expenditures and fees collected; monitors inventory, and purchases authorized supplies and equipment.
9. Identifies grant opportunities; and assists in the development and preparation of grant proposals.
10. Works collaboratively with other District departments; confers regularly with other District staff.
11. Maintains records on interpretive program activities, attendance, and other pertinent information; prepares a variety of operational and business reports, and associated correspondence.
12. Assists with District special events as needed.
13. Performs other duties as assigned.



## **QUALIFICATIONS**

### **Education and Experience:**

- High School Diploma or GED, supplemented by two years or 60 units of college level coursework in natural sciences, recreation forestry, environmental science, or a related field;

**AND**

- Three years of relevant experience.

**OR**

- Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities.

### **Knowledge of:**

- Principles, practices, methods, and techniques of planning, developing, implementing, and evaluating open space areas, programs, and facilities.
- Relevant laws, rules, regulations, policies, and procedures.
- Relevant natural and cultural history.
- Basic wildlife, vegetation, and geographic features found in District parks.
- Local wildlife, flora, and fauna in assigned geographic locations.
- Methods and techniques of capturing and transporting domestic and wild animals, as well as their care and maintenance.
- Occupational hazards and related safety precautions.
- Principles and techniques for fostering effective work groups, inter-departmental relations, and community partnerships while providing high level of customer service.
- Methods and techniques of research, analysis, and report preparation.
- Principles and practices of recordkeeping.
- Modern office practices, methods, and computer equipment and applications related to the work.

### **Ability to:**

- Lead open space staff and volunteers, including planning, organizing, training, evaluating, and coordinating the work of multiple assigned program areas and working teams.
- Plan and develop policies and procedures to benefit participants in a variety of open space activities.
- Identify and analyze community needs and promote interest in assigned program areas.
- Understand, interpret, and apply all relevant laws, rules, regulations, policies, and procedures.
- Provide natural, cultural, and historical interpretive programs.
- Monitor program revenue and expenses with accurate financial records and reports.
- Develop marketing materials, public relations programs, and make presentations.
- Speak effectively in public.
- Administer first aid, CPR, and AED, as needed.
- Independently organize work, set priorities, meet deadlines, and follow up on assignments.
- Demonstrate strong customer service skills and establish, maintain, and foster positive and effective working relationships.
- Use English effectively to communicate in person, over the telephone, and in writing.



## **OPEN SPACE INTERPRETER (Final Title TBD)**

### **Licenses and Certifications:**

- At time of appointment, and maintained throughout employment possession of:
  - California Driver's License, with a satisfactory driving record,
  - American Red Cross First Aid, CPR, and AED certification,
- Completion within one year of hire and maintain certification throughout employment:
  - Emergency First Responder or higher certification,
- California Class B Driver's License with passenger endorsement is desirable.

### **PHYSICAL DEMANDS**

Must possess: mobility to work in various parks and open space areas; strength, stamina, and mobility to perform medium to heavy physical work, to work around machines, to climb and descend ladders, to operate a variety of tools and equipment, and to operate a motor vehicle; vision to read printed materials and a computer screen and to distinguish colors; hearing and speech to communicate in person and over the telephone or radio. Frequent walking in operational areas to identify problems or hazards. Finger dexterity needed to access, enter, and retrieve data using a computer keyboard and/or calculator and to operate tools and equipment. Incumbents in this classification bend, stoop, kneel, reach, and inspect work sites. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds or heavier weights with assistance and/or the use of proper equipment.

### **ENVIRONMENTAL ELEMENTS**

Incumbents work in both indoor and outdoor environments with moderate to loud noise levels. May work in controlled temperature conditions, cold and hot temperatures, or inclement weather conditions. Exposure to a variety of plant and animal species. Incumbents will interact with individuals in interpreting and enforcing rules, policies, and procedures.

### **WORKING CONDITIONS**

Incumbents may be assigned an irregular work schedule, including weekends, early mornings, evenings, and holidays.

### **PRE-EMPLOYMENT CONDITIONS**

- Department of Justice fingerprint clearance.
- TB Test.

### **CLASSIFICATION DETAILS/HISTORY**

Job Code: TBD

FLSA Status: Non-Exempt

Supersedes: NEW