

Personnel Committee

May 12, 2025



Job Families

OPEN SPACE

Recreation Supervisor

Field Supervising Ranger

Open Space Interpreter

Natural Resources

Technician

Park Ranger

Naturalist

Park Aid

ACCOUNTING & FINANCE

Finance Officer

Financial Analyst

Accountant

Payroll Technician

Accounting Assistant

AQUATICS

Recreation Supervisor

Coordinator II

Aquatics Coordinator

Aquatics Lead

Lifeguard II

Lifeguard I

Aquatics Office Assistant

YOUTH SERVICES

Child Development

Supervisor

Youth Services

Coordinator

Lead Teacher

Teacher

Senior Program Leader

Program Leader

RECREATION

Recreation Supervisor

Coordinator II

Recreation Coordinator

Recreation Leader III

Recreation Leader II

Recreation Leader I

ADMINISTRATION

Executive Assistant

Front Office Coordinator

Administrative Assistant

Senior Office Assistant

Office Assistant

PARKS & FACILITIES

Facilities and Parks

Maintenance Supervisor

Field Supervisor

Pool Maintenance

Specialist

Senior Facility

Maintenance Technician

Mechanic

Park Maintenance

Technician II

Park Maintenance

Technician I

COMMUNITY SERVICES

Community Outreach

Supervisor

Community Outreach

Coordinator

Key

Supervisor, Leader II and I

Senior Individual Contributor,

Individual Contributor, Entry Level

When to Amend Job Descriptions

When legal landscape changes

To accomplish increased oversight

Provide expanded learning for an employee

Actual duty statement needs to match the realities of the job

To create a new role

When a title is not illustrative of the market

Job Description Review Process

- If legal requirement shift, brought to CORE and discussed
- If an employee has brought concerns or a performance evaluation reveals discrepancy, HR would engage with the supervisor and employee to create a more descriptive duty statement and review with CORE
- If a cosmetic title change is needed to best represent the market, the title is amended and noted as changed

Example

We had a role called Ranger Aide – narrowly focused

Created Park Aide to be more flexible across the organization

The new role will be used as an entry level starting point that can span across departments as needs change and shift, like an internal staffing pool