

Personnel Committee

March 10, 2025



Agenda

- Statement of Community
- Staff Values
- Discussion of Sister Organizations
- Job Descriptions Update



LARPD Statement of Community

LARPD believes that unique perspectives strengthen us. Our mission is to provide access to services for everyone.

We believe that representation, fairness, and belonging enable us to provide better programs and unite employees and community members.

Our strategy is to reflect the community we serve. LARPD acknowledges our rich history and embraces a continuously evolving landscape of employee and community needs.



LARPD Staff Values



Continuous Improvement



Exceptional Service Delivery



Organic Growth



Collaboration

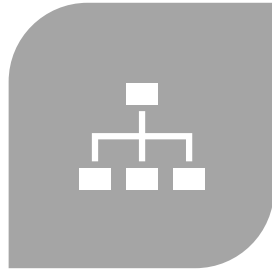


Community

Importance of a Job Description



LEGAL
BACKBONE



DIFFERENTIATES
HIERARCHY



ESSENTIAL
DUTIES



MARKET
BENCHMARK

Important Components of a Job Description

- Title
- Reporting Structure
- Supervisory (or not)
- Essential Duties
- Education and Experience
- Knowledge and Ability
- Licenses and Certifications
- Physical Demands
- Environment and Conditions
- Pre-employment Conditions



Essential Duties

- **Definition:** The fundamental tasks that an employee must be able to perform to hold a particular job.
- Core purpose – The reason the job exists
- Specialization – If specific expertise, it becomes essential.
 - Example: Customer service rep that needs to speak Spanish
- Examples: A lifeguard needing to be able to swim
- Drivers at LARPD



Recent Updates

- 2025 law prohibits requiring driving for non-essential duties
- Age requirements – 15 for lifeguards and 16 for other entry roles (our policy)
- Added pre-employment physicals to manual labor roles – facilities, parks, and rangers
- Adding construction specifics to facilities job description
- Changed American Red Cross certifications to an accredited certification