



**CITY OF GILROY
PERSONNEL COMMISSION AGENDA
REGULAR MEETING | 5:30 PM
MONDAY, JANUARY 9, 2023**



GILROY CITY HALL – ADMINISTRATIVE
SERVICES CONFERENCE ROOM
7351 ROSANNA STREET, GILROY, CA
95020

Sholly Nicholson
Chair

Robin Bronze
Vice Chair

Catherin Cummins
Commissioner

Nita Edde-Mitchell
Commissioner

Marissa Haro
Commissioner



In compliance with the Americans with Disabilities Act, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk's Office at least 72 hours prior to the meeting at (408) 846-0204 or cityclerk@cityofgilroy.org to help ensure that reasonable arrangements can be made.



Materials related to an item on this agenda submitted to the City of Gilroy Personnel Commission after distribution of the agenda packet are available with the agenda packet on the City website at www.cityofgilroy.org subject to Staff's ability to post the documents before the meeting.

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Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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PUBLIC COMMENT GUIDELINES:

During the **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA** portion of the meeting, each person wishing to speak should prepare a presentation of not more than three (3) minutes. Persons wishing to address the Commission are requested, but not required, to complete a Speaker's Card located at the entrances. Completion of this speaker's card is voluntary. All persons may attend this meeting and speak, regardless if a card is completed or not. Speaker's slips should be submitted to the Secretary **BEFORE** this portion of the meeting begins. Anyone wishing to address the Commission on any other item on this **AGENDA** is requested, but not required, to fill out a speaker's slip as well and submit it to the Secretary **BEFORE** the Commission takes action on the item.

The agenda for this regular meeting is as follows:

1. **OPENING**

- 1.1. Call Meeting to Order (Vice Chairperson Bronze)
Welcome and Introductions
Roll Call
Report on Posting the Agenda (Administrative Services & Human Resources
Director LeeAnn McPhillips)

2. **COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

Public comment by members of the public on items NOT on the agenda, but within the subject matter jurisdiction of the Personnel Commission. Please limit your comments to three (3) minutes. (This portion of the meeting is reserved for person desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

3. **APPROVAL OF MINUTES**

- 3.1. Approval of Minutes for the Meeting of November 14, 2022.

4. **HUMAN RESOURCES DIRECTORS REPORT**

5. **INFORMATIONAL ITEMS**

- 5.1. Recruitment & Employment Status Report

6. **NEW BUSINESS**

- 6.1. Appointment of Chair and Vice Chair for 2023
- 6.2. Correction to Recreation Supervisor Job Description

7. **FUTURE PERSONNEL COMMISSION BUSINESS**

- 7.1. Police Department Cadet Program
- 7.2. Welcome of New Personnel Commissioners

8. **ADJOURNMENT**

- 8.1. Adjournment to a brief reception in honor of Commissioners Bronze and Nicholson for their dedicated volunteer service to the Personnel Commission.

NEXT MEETING OF THE PERSONNEL COMMISSION

The next regularly scheduled meeting of the Personnel Commission is Monday, February 13, 2023.

MEETING SCHEDULE

The City of Gilroy Personnel Commission meets regularly on the second Monday of each month at 5:30 p.m.

If a holiday should fall on the regular meeting date, the meeting will be rescheduled to the following Monday.

City of Gilroy PERSONNEL COMMISSION MINUTES

November 14, 2022 Regular Meeting – DRAFT MINUTES

Administrative Services Conference Room

Gilroy City Hall

7351 Rosanna Street

Gilroy, CA 95020

Members Present

Robin Bronze

Catherine Cummins

Nita Edde-Mitchell

Members Absent

Marissa Haro

Sholly Nicholson

I. REPORT ON POSTING THE AGENDA AND ROLL CALL

Commissioner Bronze called the meeting of November 14, 2022 to order at 5:32 p.m. Roll call was taken noting that Commissioners Bronze, Cummins, and Edde-Mitchell were present. Commissioners Haro and Nicholson were absent. Human Resources Director McPhillips reported that the agenda for this meeting was posted on November 10, 2022 at 9:17 a.m.

II. COMMUNICATIONS BY MEMBERS OF THE PUBLIC FOR ITEMS NOT ON THE AGENDA- None.

III. APPROVAL OF MINUTES

A. For the regular meeting dated September 12, 2022 – note: minutes were revised to include a notation on three items shared during HR Director's report; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins, the minutes for the September 12, 2022 meeting were approved on 3-0 vote.

IV. HUMAN RESOURCES DIRECTOR'S REPORT – no report.

V. INFORMATIONAL ITEMS

A. Recruitment & Employment Status Report – report on recruitment activity was reviewed with Commission; questions answered; report received.

B. 2023 Personnel Commission Meeting Schedule – reviewed scheduled; report received.

C. Annual Presentation to City Council – December 5, 2022 – draft report was reviewed; no additional changes; Commissioner Edde-Mitchell indicated she would deliver the report if Commissioner Nicholson was out of town.

VI. NEW BUSINESS

A. Update to Personnel Commission Bylaws regarding Attendance – Human Resources Director provided report on updates to the bylaws; questions answered; on a motion from Commissioner Cummins, seconded by Commissioner Edde-Mitchell, the Personnel Commission Bylaws were approved on a 3-0 vote.

B. Approve Updates to Hourly Rates for Select Part-Time/Temporary/Seasonal Positions to Comply with the January 1, 2023 Minimum Wage Requirements – Human Resources Director McPhillips

provided a report; questions answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Cummins the updates to select changes to hourly rates to comply with the January 1, 2023 minimum wage requirements was approved on a 3-0 vote.

- C. *Approval of Assistant to the City Administrator Job Description and Salary Range, and Reclassification of Bryce Atkins to the Position of Assistant to the City Administrator – Human Resources Director McPhillips provided the staff report; questions answered; on a motion from Commissioner Bronze, seconded by Commissioner Cummins, the job description, salary range and reclassification were approved on a 3-0 vote. Further it was requested that for future reclassification report that an organization chart be provided to show where the new position fits within the organization.*
- D. *Review and Approve Job Description and Salary Range for the New Position of Community Resilience Coordinator – Human Resources Director McPhillips provided the staff report describing the new grant funded position; questions answered; on a motion from Commissioner Edde-Mitchell, seconded by Commissioner Bronze, the job description and salary range were approved on a 3-0 vote.*

VII. FUTURE PERSONNEL COMMISSION BUSINESS

- Recognition of Outgoing Personnel Commissioners Bronze and Nicholson
- Appointment of Chair and Vice Chair for 2023
- Welcome New Personnel Commissioners
- Police Cadet Program

VIII. ADJOURNMENT - *the meeting adjourned at 6:12 p.m. on motion from Commissioner Bronze, seconded by Commissioner Edde-Mitchell; motion passed 3-0.*

Respectfully Submitted,

LeeAnn McPhillips

LeeAnn McPhillips
Human Resources Director/
Staff to the Personnel Commission

CITY OF GILROY
RECRUITMENT AND EMPLOYMENT STATUS REPORT

Recruitments Posted as of January, 2023	Date Open	Date Closed	# to Fill	Status/ Interview/Assessment Date	# of Applications as of 1/6/23
Police Officer – Lateral	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications	6
Police Officer – Academy Graduate	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications	11
Police Officer – Current Academy Cadet	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications	2
Police Officer Trainee	5/30/22	Continuous	5 total (can hire at any level)	Accepting applications	19
Public Safety Communicator – Lateral	5/30/22	Continuous	2-3	Accepting applications; screening applications	5
Public Safety Communicator Trainee	7/28/22	Continuous	2	Accepting applications; screening applications; one in background	16
PT Recreation Specialist (2)	9/14/22 & 11/29/22	Open Until Filled	2	Accepting applications; scheduling interviews	16
Senior Human Resources Analyst/HR Analyst	10/21/22	Open Until Filled	1	Accepting applications; screening applications	15
Equipment Mechanic/Senior Equipment Mechanic	11/22/22	1/8/23	1	Accepting applications	9
Maintenance Worker I	12/5/22	1/8/23	5	Accepting Applications	58
Economic Development Manager	12/8/22	1/9/23	1	Accepting Applications (recruitment firm)	7
Information Technology Manager	12/9/22	1/16/23	1	Accepting Applications (recruitment firm)	9
Firefighter Trainee (Licensed Paramedic)	1/2/23	1/15/23 (priority screening date); continuous	4	Accepting applications	1
PT Property & Evidence Technician	12/14/22	1/29/23	1	Accepting applications	15
Detention Services Officer	n/a	n/a	1	Preparing job flyer	n/a

Police Records Supervisor	n/a	n/a	1	Preparing job flyer	n/a
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Public Safety Communications Supervisor	n/a	n/a	1	Preparing job flyer	n/a
Management Analyst (Grants)	n/a	n/a	1	Preparing job flyer	n/a

Recruitments in Process – January, 2023	Status
Police Officer (All Levels)	4 candidates in background check; 2 candidates in background review; 1 candidate in final pre-hire steps; screening applications
Public Safety Communicator (Trainee)	2 candidates in background check
Firefighter Trainee (Licensed Paramedic)	2 candidates in final pre-hires steps
Geographic Information Systems (GIS) Analyst	1 candidate in background check
Building Inspector I/II	Final interviews scheduled for 1/13/23
Hazardous Materials Inspector I/II	1 candidate in final pre-hire steps
Senior Custodian	Interviews scheduled for 1/11/23
Police Records Technician I	2 candidates in background check
Recreation Supervisor	Interviews scheduled for 1/11/23
Senior Maintenance Worker	Screening applications
GIS Analyst	1 candidate in background check
Senior HR Analyst/HR Analyst	Screening applications
PT Recreation Specialist	2 candidates in background check

Hiring/Promotion/Separation Information (November 10, 2022 – January 6, 2023)

HIRES/PROMOTIONS:

NAME	JOB CLASSIFICATION	DATE OF HIRE
BRYCE ATKINS	ASSISTANT TO THE CITY ADMINISTRATOR – (RECLASSIFICATION)	10/1/2022
ERIN FREITAS	PLANNER II	12/7/2022
ARIANA FABIAN	PLANNING TECHNICIAN	12/12/2022
JACQUELINE QUARESMA	COMMUNITY SERVICES OFFICER	12/12/2022
THOMAS CLINE	COUNCIL MEMBER	12/12/2022
ARIANA FABIAN	PLANNING TECHNICIAN	12/12/2022
NELLIE ELIZONDO	ACCOUNTING ASSISTANT I	12/19/2022
LOUIS MENACHO	YOUTH TASK FORCE – INTERN	12/19/2022
RAMONA JUAREZ	PT/TEMP OFFICE ASSISTANT I (FACILITIES AND FLEET)	1/3/2023
NORMA ORTIZ	PT OFFICE ASSISTANT I (PUBLIC WORKS)	1/3/2023

SEPARATIONS:

NAME	JOB CLASSIFICATION	DATE OF SEPARATION
VIRGINIA HERNANDEZ	POLICE RECORDS TECHNICIAN II – (RETIRED)	11/18/2022
LUCAS HELLING	MAINTENANCE WORKER I – PARKS AND LANDSCAPE	11/23/2022
DAWN ALLEN	FINANCIAL ANALYST	11/30/2022
JAVIER MARTINEZ	PT RECREATION SPECIALIST	12/2/2022
PETER LEROE-MUNOZ	COUNCIL MEMBER	12/12/2022
GLORIA GILLELAND	POLICE RECORDS TECHNICIAN (RETIRED)	1/3/2023
MAYRA ARMENTA	POLICE RECORDS TECHNCIAN	1/6/2023



City of Gilroy

STAFF REPORT PERSONNEL COMMISSION

Agenda Item Title: Appointment of Chair and Vice Chair for 2023

Meeting Date: From: January 9, 2023

LeeAnn McPhillips, Assistant City Administrator/
Administrative Services and Human Resources Director/
Risk Manager

Department: Administrative Services & Human Resources

RECOMMENDATION

1. Appoint a Commissioner to the position of Chair.
2. Appoint a Commissioner to the position of Vice Chair.

EXECUTIVE SUMMARY

Once per year, the Personnel Commission must take action to appoint a Commissioner to the position of Chair and another Commissioner to the position of Vice Chair. Currently, Commissioner Nicholson is the Personnel Commission Chair and Commissioner Bronze is the Vice Chair. The terms for both Commissioner Nicholson and Bronze end on December 31, 2022, and both have decided not to reapply. Given this, we need to identify a Chair and Vice Chair for the period beginning January, 2023.

Any Commissioner may be selected for either of these positions. Although there is no requirement to do so, in the past, the Vice Chair has been appointed to the position of Chair provided the Commissioner is willing to serve in the new capacity. In addition, one of the Commissioners who was not most recently the Chair is typically selected to fill the Vice Chair position. Give the departure of Commissioner Bronze, there is not an opportunity for the current Vice Chair to rotate to the Chair position.

Commissioner Edde-Mitchell served as Vice Chair in 2019 and Chair in 2020. Commissioner Cummins served as Vice Chair in 2020 and Chair in 2021. Commissioner Haro was new to the Commission in 2022 and has not yet served in the role of Chair or Vice Chair.

Again, any Commissioner can serve in any role, but given the tenure of the three remaining Commissioners and their past roles/dates, the staff recommendation would be for Commissioner Edde-Mitchell to serve as Chair for 2023 and Commissioner Haro to serve as Vice Chair for 2023.



City of Gilroy

STAFF REPORT

Agenda Item Title: Correction to Recreation Supervisor Job Description
Meeting Date: January 9, 2023
From: LeeAnn McPhillips, Assistant City Administrator/
Administrative Services and Human Resources Director/
Risk Manager
Department: Administrative Services & Human Resources

RECOMMENDATION

1. Approve correction to Recreation Supervisor Job Description

EXECUTIVE SUMMARY

In 2018, some updates were completed to various job descriptions in the Recreation Division. One of the job descriptions updated was the Recreation Supervisor. During that update process, an item was removed from the job description that should not have been removed. Specifically, in the job requirements section, the following item was accidentally removed:

Additional years of related experience may be substituted for up to two years of the required education with one additional year of experience equaling one year of the required education.

The intention was for this item to remain in place for anyone hired by the City of Gilroy prior to August, 2018 as the Division had an employee who met the Recreation Supervisor job requirements through the application of this item and continued to hold the position when these updates were completed in 2018. This item would not apply to anyone newly hired to the Recreation Supervisor position for the first time.

The corrected wording is:

For employees originally hired to this job classification prior to August 2018, additional years of related experience may be substituted for up to two years of the

required education with one additional year of experience equaling one year of the required education.

A few other minor updates to the job description are included since the corrections were taking place.

A copy of the corrections to the job description are attached with edits shown in track changes.

This classification falls under the AFSCME, Local 101 labor group and AFSCME is aware of, and supports making, this correction.

Attachments:

1. Recreation Supervisor Job Description DRAFT Jan 2023

ADMINISTRATION DEPARTMENT
RECREATION DIVISION
RECREATION SUPERVISOR

GENERAL DUTIES: Under direct supervision of the Recreation Manager, plan, organize, direct, promote, supervise and evaluate recreational, human services, and leisure time activities for a municipal recreation department; develop and administer policies, procedures, and priorities for community recreation programming. Program areas include, but are not limited to, Aquatics, Adaptive (special needs), Adult and/or Youth Sports such as organized leagues or classes, After School Program, Cultural Arts, Park and Facility Reservations, Senior Center, Special Events, Summer Camps, Theater, Volunteers, Youth Center/Youth Services. This is a journey-level, supervisory, full-time position supporting the Recreation **Division**.

GENERAL REQUIREMENTS:

Personal Appearance - Is appropriate for the work environment and meets expectations for the proper image of the city, as per department and/or city policy.

Attendance - Follows department and City policy in regards to punctuality and attendance.

Compliance with Work Instructions - Follows all work instructions given, and completes all assigned duties. Follows the policies, rules, and regulations of the City and department.

Safety - Follows the Safety and Health Handbook, as well as other safety related standards, and avoids unnecessary risk to oneself, co-workers, citizens, and property.

Internal Relations - Conducts work in a manner which supports the overall team effort, and that avoids disruption of one's work and the work of others. Treats all City employees with respect. Takes responsibility to resolve differences. Finds solutions to problems. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

Customer Service - Conducts work that fosters public support for the City, that will lead to fewer complaints and claims against the City. Treats customers with respect. Follows the same rules that one expects the customers to follow. Respects racial, religious, ethnic, and sexual differences of others, and avoids derogatory statements regarding these differences.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervise, counsel, and evaluate subordinate staff in carrying out their specific program areas and corresponding facilities.
2. Schedule facilities for programs and events; establish and maintain effective working relationships as well as coordinate logistics with citizens, City staff, school district and other agencies as needed.
3. Develop and implement reports and evaluations for programs assigned and make recommendations based on operations and functions.

4. Plan, organize, develop, implement and evaluate a diversified program of recreation and leisure services to meet the recreational, human services, and leisure time activities of the community.
 - a. Youth and adult sports
 - b. Cultural arts and museum
 - c. Youth and teen programs
 - d. Therapeutics, aquatics, and adult programs
 - e. Youth Center
 - f. Senior Center
 - g. Special events
 - h. As needs and programs change, the configuration of the above assigned program areas may change to meet the needs of the City and customers. Recruit, screen, train, direct and evaluate a staff of recreation and human service personnel to include part-time, full-time, volunteers and other assigned personnel.
5. Coordinate and develop written materials, including, but not limited to the activity guide, regarding recreation programs and activities.
6. Supervise and evaluate recreation areas to insure proper and safe use of facilities and equipment; coordinate use of recreation facilities as it relates to assigned program areas.
7. Prepare reports as assigned by Recreation Manager.
8. Assist in the preparation of bids and specifications for the purchase of major recreation equipment and supplies.
9. Prepare budgetary estimates as they relate to program and activity responsibility; monitor program budgets and ensure that expenditures are in line with approved budget.
10. Serve on assigned City committees and provide staff support to a Commission or Board as assigned.
11. Facilitate department and Citywide special events.
12. Conduct program evaluations for classes and activities offered.
13. Participate in related training programs.
14. Perform related work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

SKILLS:

1. Computer skills and use of specialized recreation management software systems.
2. Excellent interpersonal skills.

3. Excellent customer service techniques.
4. Organization and project management skills.
5. Effective public presentation skills.
6. Planning, organizing, executing controlling and evaluating activities.
7. Supervisory principles and practices.

KNOWLEDGE: Knowledge of:

1. Principles and practices of planning, directing and promoting a variety of recreation programs appropriate for areas assigned.
2. Recreation philosophy, planning and administration.
3. Principles and practices of facility operations and scheduling.
4. Personnel standards, selection, training and evaluation.
5. Safe driving principles and practices.
6. Principles of municipal budget preparation and control.
7. Research practices.
8. Safety, first aid, and other emergency resource methods.

ABILITIES: Ability to:

1. Plan, supervise, and evaluate recreation and human service programs. Ability to supervise subordinates in the coordination of recreation facility scheduling and usage, programs, publicity, equipment requirements, and financial record keeping to ensure maximum capacity and efficiency of operations.
2. Write clear and concise reports, correspondence, and publications and to speak effectively in gaining program support.
3. Keep accurate records; prepare related reports and correspondence.
4. Stimulate interest, support and funding in the community for services offered by the department.
5. Learn and use a variety of word processing/computer software programs.
6. Display customer service techniques to deal tactfully and courteously with civic leaders, public officials, community groups, program participants and the general public.
7. Establish and maintain effective working relationships with administration, subordinates, co-workers and the public.
8. Work in partnership with local schools, businesses, public agencies, non-profit organizations, churches, and community service organizations.
9. Perform other departmental administrative, budgetary and public relations matters as

directed.

10. Work varied hours including nights and weekends.
11. Respond to requests, inquiries and complaints from customers and the general public.
12. Organize, implement and supervise recreation programs suited to the changing needs of the community.

MACHINES/TOOLS/EQUIPMENT UTILIZED: Typical

office and field environments include the following:

1. Computer, keyboard and monitor
2. Printers
3. Telephone
4. Multi-Function Machines (Copy, scan, fax, etc.)
5. Calculator
6. Two-way radio
7. Keys to a variety of City locks
8. Report forms, pencils and pens
9. Specialized computer software
10. Presentation equipment, microphones, easels, digital recorder, etc.
11. Television, DVD, WiFi access, and online streaming equipment
12. Automobile
13. Gasoline pumps

PHYSICAL DEMANDS:

Under typical office or field conditions, employee will perform the following physical activities that include handling files, books, binders, and sometimes boxes of work-related material, lifting and pushing or pulling equipment:

1. Sitting, for prolonged periods of time working at a computer or attending meetings.
2. Walking
3. Standing, for up to 4 hours during presentations and training seminars.
4. Kneeling
5. Bending/stooping
6. Twisting
7. Reaching
8. Carrying equipment up to 50 lbs.
9. Pushing/pulling, equipment up to 50 lbs.
10. Lifting, up to 50 lbs.
11. Driving
12. Speed, in meeting deadlines and using office equipment.

SENSORY DEMANDS:

Under typical office and field conditions, employee utilizes these senses while using a computer,

printer, telephone, copier, multi-function machine, calculator, television, DVD player, online streaming equipment, microphone, easel, digital, recorder, automobile, etc.:

1. Seeing
2. Speaking
3. Hearing
4. Touching

ENVIRONMENTAL AND FLOOR SURFACE CONDITIONS:

Office Conditions:

1. Indoors: Typical office conditions, up to 80% of the time.
2. Flooring: Low level carpeting, linoleum, tile, wood, etc.
3. Noise Level: Conducive to office settings with phones, copiers, radios, multi-function machines, etc.
4. Lighting: Conducive to normal office setting.
5. Ventilation: Provided by central heating and air conditioning.
6. Dust or Fumes: Normal indoor levels associated with dust and odors from paper, ink pens, copiers or other office-related equipment.

Field Conditions:

1. Outdoors: Typical conditions, traveling to meetings, or attending training sessions, less than 20% of the time.
2. Travel: Under varying conditions via automobile or plane, less than 20% of the time.
3. Flooring: Carpet, wood, tile, linoleum, uneven surfaces, grass, rock, dirt, asphalt, etc.
4. Noise Level: Normal outdoor levels when working or traveling in the field.
5. Lighting: Normal outdoor conditions, with chance exposure to extreme weather conditions.
6. Ventilation: Heating and air conditioning provided by a vehicle or plane.
7. Dust or Fumes: Normal outdoor levels associated with pollen, dust, vehicle exhaust, etc.

HAZARDS:

Mechanical or electrical exposure is minimal while properly using standard office equipment such as a telephone, computer, printer, copier, multi-function machine, calculator, television, DVD player, online streaming equipment, WiFi access, microphone, easel, digital recorder, etc.

When working or traveling in the field, there is some exposure to mechanical hazards while utilizing a vehicle.

ATMOSPHERIC CONDITIONS:

Minimal exposure to fumes occurs in a typical office environment. Typical exposure may result from use of copiers, dry erase pens, liquid paper, toner cartridges, ink pens, or other office supplies or equipment.

REQUIREMENTS, TRAINING, EXPERIENCE AND QUALIFICATIONS:

1. A Bachelor's degree from an accredited college or university in recreation, physical education or a related field of study.
2. Two (2) years full-time experience in a related recreation or social service setting such as a municipal recreation department, related recreation not-for-profit organization, related recreation provider such as the YMCA, Boys & Girls Club, or other similar organization, that has included formal supervisory responsibilities (interview, hire, discipline, evaluate, etc.).
3. For employees originally hired to this job classification prior to August 2018, additional years of related experience may be substituted for up to two years of the required education with one additional year of experience equaling one year of the required education. 3.
4. Strong computer skills including Microsoft Office Suite software programs such as Outlook, Word, Excel, PowerPoint, and Publisher.
5. Strong verbal and written communication skills to perform assigned work.
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicles(s).
7. Valid tuberculosis (TB) certificate.
8. Must be available to work a varied schedule, evenings, weekends, and holidays.
9. Possess (within 6 months of hire) and maintain a valid First Aid and CPR/AED certification.
10. Pass a post-offer medical examination, which includes a drug test.
11. Pass a background check for employment, including a Department of Justice criminal record check.
12. Prefer non-tobacco user.
13. Bilingual (English/Spanish) is a plus.