



Paradise Recreation & Park District

Agenda Prepared: 2/04/22
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Prior to: 4:00 p.m.

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NOTICE OF BOARD OF DIRECTORS COMMITTEE MEETING

Committee: Personnel Committee (*Bellefeuille/ Ivey*)
Date: February 15, 2022
Time: 4:00 p.m.
Location: Terry Ashe Recreation Center, Room D and via Teleconference

Special Notice:

The public may listen to this meeting via computer or telephone. The public may submit comments prior to the meeting via email to BODclerk@paradisepspd.com before 1:00 p.m. on the day of the meeting and they will be read into the record. Please use the link to join the webinar: <https://us02web.zoom.us/j/83319895913?pwd=YS8yWVBoRE9sYThSU1R2U3RLWVNVUT09>

Or via Telephone: Dial by your location: +1 669 900 9128 US (San Jose) (or) +1 346 248 7799 US (Houston)
Meeting ID: 833 1989 5913 Password: 379233

AGENDA:

The Committee will meet to:

1. Review Job Descriptions
2. Review and Discuss Personnel Rules Manual Update – Rule 20 Paid Time Off

CLOSED SESSION:

3. The Committee will meet in Closed Session pursuant to California Government Code Section 54957, District Manager Evaluation and Employment Agreement.

REPORT ON CLOSED SESSION:

https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2021/PC_21.1221/_PC_21_1221_Agenda.docx

Job Description



Position:	LIFEGUARD INSTRUCTOR
Reports to:	Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Pool Supervisor, Pool Manager, and Recreation Supervisor, the Lifeguard Instructor is responsible for the enforcement of rules and safety regulations at the public pool. Must be able to handle situations such as emergencies, discipline problems, injuries, and other potential problems in a mature and professional manner. Conduct Red Cross certified swimming lessons at all for all ages and abilities. Help train staff, assist with maintenance, swim meets, and other assignments as needed.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Maintains constant watch over all patrons using the pool facility
- Prevents accidents through the enforcement of rules, policies, and regulations
- Warns people against dangerous practices regarding pool use
- Enters water, if necessary, to rescue patrons
- Administers first aid when necessary
- Instructs certified lessons
- Assists in routine pool cleaning and maintenance of facility
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Lifesaving methods and the application of first aid
- Policies, rules and regulations governing the conduct and safe pool use
- Methods and practices of pool cleaning and maintenance
- Ability to rescue drowning swimmers
- Make quick decisions in an emergency
- Instruct swimming classes
- Supervise the conduct of pool staff and patrons
- Follow written and oral instructions

LIFEGUARD INSTRUCTOR

- Be physically fit to swim at an advanced level

Education and Experience

- One or more years of formal swimming instruction
- One or more years experience as a Lifeguard at a public swimming pool

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- Current certification in Lifeguard Training
- Title 22 First Aid
- CPR for the Professional Rescuer
- Any other certificate required by the American Red Cross for this position
- A work permit, if required

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

LIFEGUARD INSTRUCTOR

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Lifeguard Instructor position approved April 2015. This version updates new job description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard.Instructor_2022.0207.docx
2/7/2022

Job Description



Position:	LIFEGUARD
Reports to:	Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Pool Supervisor, Pool Manager, and Recreation Supervisor, the Lifeguard is responsible for the enforcement of rules and safety regulations at the public pool. Must be able to handle situations such as emergencies, discipline problems, injuries, and other potential problems in a mature and professional manner. Assist the Lifeguard Instructor in swim lessons for all ages and abilities. Help with maintenance, cashiering and other assignments as needed.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Maintains constant watch over all patrons using the pool facility
- Prevents accidents through the enforcement of rules, policies, and regulations
- Warns people against dangerous practices regarding pool use
- Enters water, if necessary, to rescue patrons
- Administers first aid when necessary
- Assists in swim lessons as required
- Assists in routine pool cleaning and maintenance of facility
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Lifesaving methods and the application of first aid
- Policies, rules and regulations governing the conduct and safe pool use
- Methods and practices of pool cleaning and maintenance
- Ability to rescue drowning swimmers
- Make quick decisions in an emergency
- Assist in swimming classes
- Supervise the conduct of pool patrons
- Follow written and oral instructions

LIFEGUARD

- Be physically fit to swim at an advanced level

Education and Experience

- One or more years of formal swimming instruction

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- Current certification in Lifeguard Training
- Title 22 First Aid
- CPR for the Professional Rescuer
- Any other certificate required by the American Red Cross for this position
- A work permit, if required

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination.
- Complete finger-printing and screening.

Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

LIFEGUARD

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Lifeguard position approved April 2015. This version updates new job description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Lifeguard_2022.0207.docx
2/7/2022

Job Description



Position:	PARK MAINTENANCE AIDE
Reports to:	Park Maintenance III (Park Foreman), Park Maintenance Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-time (0.75 FTE). Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Park Maintenance staff or Recreation staff, the Maintenance Aide will assist in the daily clean up and maintenance of recreation and park facilities, as assigned.

Responsibilities and Duties

- Cleans restrooms, showers, and bathroom areas
- Picks up trash and empties trash containers
- Cleans windows, sidewalks, courts, decks, etc.
- Performs custodial maintenance as needed
- Rakes, digs ditches, cuts weeds, and other manual jobs
- Program set up and take down
- Helps maintain a safe and sanitary environment
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Must have knowledge and ability to demonstrate safe and efficient work habits
- Ability to utilize small tools in a safe and effective manner
- Perform heavy physical labor indoors and outdoors
- Follow oral and written directions

Education and Experience

- Must be at least 13 years of age and have a work permit (if required).

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

PARK MAINTENANCE AIDE

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs, and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park Aide position approved January 2009. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Aide_2022.0207.docx
2/7/2022

Job Description



Position:	PARK MAINTENANCE ASSISTANT I, II, AND III
Reports to:	Park Maintenance III (Park Foreman), Park Maintenance Supervisor, Park Superintendent
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-time (0.75 FTE). Not to exceed 30 hours per week.

Position Overview

Under supervision of the Park Maintenance I or II, Park Maintenance III, Park Maintenance Supervisor, or Park Superintendent performs a variety of general park maintenance work, including but not limited to, landscape and facility upkeep, custodial functions, general repairs, construction duties, facility supervision, work on special projects, and other duties as assigned.

Responsibilities and Duties

- Clean restrooms, sweep and mop floors, clean windows, dump trash, and other duties that relate to keeping parks and facilities clean and orderly
- Sweep walkways, rake tot lots, pick up trash, clean slab, and other outside jobs that will keep the grounds clean and orderly
- Assist in the daily maintenance preparation of ballparks and/or swim pools
- Set up and clean-up of recreation programs, facility or park rentals, and special events
- Dig ditches, plant trees and shrubbery, mow grass, fertilize, prune plants, and other duties related to keeping the landscape in good condition
- Operate light-duty vehicles, power mowers, small power tools, and other equipment related to maintenance duties
- Perform construction tasks as required for District repairs and projects
- This position will work a varied schedule as assigned
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Understanding of methods, tools, and material used in maintenance and cleaning of facilities and caring for park landscape and construction
- Skill in handling tools and light-duty vehicles
- Ability to follow written and oral instructions and complete assigned tasks efficiently and independently
- Ability to perform heavy physical labor

PARK MAINTENANCE ASSISTANT I, II, AND III

- Ability to maintain good working relationship with employees and patrons

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- High school diploma or equivalent
- One (1) year of experience in general maintenance or related work
- Experience in one or more of the construction trades

License and Certification

Must possess, or have the ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 70% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud

PARK MAINTENANCE ASSISTANT I, II, AND III

- Must be able to travel to locations in, around, or outside the District Boundaries.
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Parks Assistant positions approved January 2009. This version updates new job description formatting, position name, and consolidates Park Maintenance Assistant positions I, II, and III into a single, streamlined job description. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Assistant.I.II.and.III_2022.0207.docx
2/7/2022

Job Description



Position:	PARK MAINTENANCE SUPERVISOR
Reports to:	Park Superintendent, Assistant District Manager, or District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Under general direction of the Park Superintendent, the Assistant District Manager or District Manager performs responsible, professional park maintenance work at a hands-on administrative level by supervising staff and activities as they relate to the park maintenance functions of the District. These functions include supervising the park maintenance operations of District facilities and parks maintenance personnel. Uses professional judgment in initiating and conducting the park maintenance operation which shall conform with community needs, District resources and policy, and other related duties as assigned or required.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

- Plans, coordinates, and directs the District's park maintenance functions
- Makes recommendations on matters of policy and procedure regarding park maintenance operations
- Consults with co-workers, as well as other professionals, on major phases of the park maintenance operation
- Provides direction on District policy, Master Plan, and function to park maintenance staff
- Plans and conducts job skills education, safety and training meetings with park maintenance staff
- Responsible for the safety education of staff and volunteers, as well as, assisting with the Injury and Illness Prevention Program and Safety Committee
- Assists in personnel administration including, but not limited to, hiring, training, evaluating, and directing park maintenance staff and outside vendor contract work crews assisting the District
- Reviews major project plans and specifications to make appropriate recommendations
- Helps design, administrate, construct, or oversee capital improvement projects and major repairs as required
- Responsible for procuring and maintaining equipment and supplies necessary for the successful completion of park maintenance functions, keeps appropriate records and inventory of all equipment
- Responsible for keeping District parks and facilities “as-built” plans current

PARK MAINTENANCE SUPERVISOR

- Prepares or assists in the preparation of District surveys and reports as assigned or required
- Assists in the preparation of budget recommendations and budget control within the park maintenance function
- Plans and supervises the pesticide and chemical use District-wide
- Provides clear and concise instruction
- Assists with maintenance duties as needed
- This position will work a varied work schedule as assigned

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic administrative procedures and practices
- Basic computer skills
- Clear communication in verbal and written form
- Public speaking and presentations
- Basic techniques and methodology of supervising employees in the development of appropriate park maintenance functions
- Equipment and material purchasing methods
- Landscape maintenance procedures including the planting, cultivation, and propagation of trees, shrubs, plants, flowers and turf
- Construction principles including carpentry, concrete, plumbing, irrigation and electrical
- Basic principles of maintenance and safe operation of equipment
- Recruitment and training procedures
- Use of tools and equipment used in landscape and construction
- Perform heavy physical labor
- Review and interpret project plans and specifications
- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, outside vendor contract work crews, and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and project supervision, as well as the supervision of regular maintenance

Education, Experience, and Training

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor degree in park management, landscape horticulture, or related field, or an AA degree with at least two (2) years of additional experience
- At least four (4) years of experience in park operations or related field, including three (3) years in a supervisory or mid-supervisory capacity
- Expertise in one (1) of the construction trades, or landscape maintenance
- Basic engineering and design experience

PARK MAINTENANCE SUPERVISOR

License and Certification

Must possess, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates
- Qualified Pesticide Applicator certificate
- Certified Swim Pool Operator certificate

Medical Examination and Finger Printing

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Lifting, pushing, pulling or carrying 60 to 100 pounds
- The estimated working position is standing or walking 50% of the time and sitting 50% of the time
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

PARK MAINTENANCE SUPERVISOR

Direct Reports

Park Maintenance I, II, and III (Park Foreman), Park Maintenance Assistant I, II, and III, Park Aide, outside vendor contract work crews, and volunteers.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Park Maintenance Supervisor position approved 2/02/17. This version updates new job description formatting and job title. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance.Supervisor_2022.0207.docx
2/7/2022

Job Description



Position:	PARK MAINTENANCE I, II, III
Reports to:	Park Supervisor, Park Superintendent, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Park Maintenance I and II: Under the supervision of Park Maintenance III (Park Foreman), the Park Maintenance Supervisor or Park Superintendent performs a variety of semi-skilled tasks involving the maintenance, construction, repair, and overall upkeep of the District's parks and facilities and is subject to any and all duties assigned at any District Park, facility, or function that is appropriate to the position.

Park Maintenance III (Park Foreman): Under the general supervision of the Park Maintenance Supervisor, Park Superintendent, Assistant District Manager, or District Manager, performs professional work in the planning, coordinating and performance of maintenance, construction, and overall upkeep of the District's parks and facilities as required or assigned. This position will be responsible for ensuring the direction, performance and quality of work assigned to staff by supervising authority.

Primary Objectives

Maintenance and repair of District parks and facilities and any and all duties assigned at any District park, facility or function that is appropriate to the position.

Responsibilities and Duties

Duties may include, but are not limited to, the following:

Park Maintenance I:

- Custodial maintenance and repair of facilities and equipment
- Provide a clean and safe environment for patrons and co-workers
- Program and facility rental assistance such as the set-up, cleaning, and take-down of chairs, tables, and equipment
- Maintenance and operation of vehicles or equipment related to the performance of assigned duties
- Assisting in carpentry, plumbing, and irrigation services
- Use of landscape tools during the performance of assigned duties such as, digging, raking, mowing, edging, pruning, and fertilizer application
- Assist in coordinating and training staff, outside contract crews, or volunteers
- Safe use and care of District equipment

PARK MAINTENANCE I, II, III

- Performs related work as assigned or required

Park Maintenance II:

All of the responsibilities and duties of Park Maintenance I, as well as:

- Daily inspection of the park and facilities therein for the purpose of providing a safe, clean, and functional area for recreation
- Pest and weed control, herbicide and pesticide use
- Inventory, documentation, and safe storage of chemicals used for park and facility maintenance including pesticides, herbicides, cleaning/disinfecting supplies, and the maintenance and repair of related equipment
- Observe and report to supervisor construction maintenance needs as they occur
- Small project development including planning, review with supervisor, construction, and ensuing maintenance
- Documentation of hazards, maintenance requirements, and program assistance with record keeping of subsequent action or repair
- Provide training and positive example in the safe use and care of equipment assigned to fellow staff, outside contract crews, and volunteers
- Program and maintenance of heating, ventilation and air conditioning (HVAC) systems
- Create and maintain list for regular building maintenance and custodial service for the direction of staff, outside contract crews, or volunteers
- Minor electrical and plumbing repair and maintenance
- Scheduling equipment and staff for the purpose of patron services
- Maintenance of public pools and related facilities including cleaning, backwashing, pool equipment care, and chemical maintenance
- Performs related work as assigned or required

Park Maintenance III (Park Foreman):

All of the responsibilities and duties of Park Maintenance I and II, as well as:

- In the absence of Park Supervisor, serves in that capacity
- At an advanced level of skill, provide mechanical, construction, and landscape services
- Plan, schedule, and evaluate Park Maintenance I and II and Park Maintenance Assistant I, II, and III staff as well as outside contract work crews, and assist with other District staff as assigned or required
- Responsible for the maintenance, upkeep, safety, and security of the District's corporate yard, shop, and tools
- Provide for the preventative maintenance, general care, and repair of the District vehicle fleet and equipment, document and plan schedule of regular maintenance/upkeep projects
- Assist with supervision and organize tasks for volunteer and outside contract work crews
- Maintain appropriate maintenance and safety records and documentation
- Maintenance, repair and operation of public swim pool systems
- Perform or supervise safe application of pesticides and herbicides
- Equipment operation, as necessary, in the performance of construction, maintenance, and landscape tasks
- Performs related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

Park Maintenance I:

- Knowledge of maintenance procedures for all upkeep of buildings, parks, playgrounds and other District assets
- Skill in the operation of tools and equipment used for construction, custodial and landscape maintenance
- General carpentry skills
- Custodial skills including floor, restroom and window cleaning
- Ability to perform heavy, physical labor
- Ability to follow written and oral instruction
- Ability to relate and communicate with co-workers and District patrons in a respectful manner
- Ability to complete tasks in a timely manner with quality that meets the professional standard of the District

Park Maintenance II:

All of the requirements and qualifications of Park Maintenance I, as well as:

- Safe use, handling, and storage of chemical products
- Proper and safe operation, care and maintenance of tools, equipment, and supplies needed for regular and on-going maintenance of public parks and facilities
- Basic concepts of construction, electrical and plumbing
- Trouble-shooting building maintenance and repair problems, and safe use of equipment related to construction, electrical and plumbing
- Ability to assign duties to Maintenance I staff, outside contract work crews, and volunteer staff as required
- Pool operations, repairs, and chemical maintenance
- Irrigation systems, clock programming, and sprinkler repair
- Safe operation, care, and maintenance of tools and equipment necessary for landscape maintenance
- Basic concepts of construction
- Turf care, including maintenance, planting and sod installation
- Trouble-shooting pool maintenance and repair problems
- Equipment related to pool maintenance, construction, landscaping

Park Maintenance III (Park Foreman):

All of the requirements and qualifications of Park Maintenance I and II, as well as:

- Preventative scheduling, maintenance, care, and repair of vehicles and equipment
- General principles of landscape maintenance, irrigation, and pesticide application
- Mechanical skill
- Use, maintain, and repair vehicles, tractors, implements, power and hand tools, and other equipment associated with the maintenance and construction of parks and facilities
- Ability to assign duties to staff as required, providing for efficient use of the District work

PARK MAINTENANCE I, II, III

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Education, Experience, and Training

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Park Maintenance I:

- High school diploma or equivalent
- Two (2) years of experience in park maintenance or related field
- Experience working with the public
- Experience in one or more of the construction trades

Park Maintenance II:

All the education, experience and training of Park Maintenance I, as well as:

- Certification in building care, building equipment repair and maintenance, construction, electrical, plumbing concepts, landscape care, vehicle or equipment repair and maintenance, pool maintenance, metal fabrication, or pesticide application
- Three (3) years of experience in building and/or park maintenance or related field
- Experience in one or more of the construction trades, pesticide application, HVAC or other building mechanical repair; pool care, or irrigation installation and repair

Park Maintenance III (Park Foreman):

All the education, experience and training of Park Maintenance II, as well as:

- AS degree in park related major
- Five (5) years of experience in park maintenance or related field, including two (2) years in a leadership capacity
- Expertise in one of the construction trades or landscape management

License and Certification

All Park Maintenance I, II, and III positions must possess, or have the ability to obtain within 30 days of hire, and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates.

Additional License and Certifications

Park Maintenance II:

Possess either:

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement (mandatory for position responsible for pesticide application and documentation); (or)
- Certified Pool Operation Certificate (mandatory for position responsible for swim pool operation).

Park Maintenance III (Park Foreman):

Possess both:

- Qualified Pesticide Applicator Certificate with a structural pest control endorsement

PARK MAINTENANCE I, II, III

- Certified Pool Operation Certificate

Medical Examination and Finger Printing

Park Maintenance I, II, III:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

Park Maintenance I, II, III:

- Lifting, pushing, pulling, or carrying 60 to 100 pounds
- Estimated working position is standing or walking 70% of the time
- Some bending, kneeling, squatting, reaching overhead, climbing of stair and ladders, and crawling
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock
- The noise level in the work environment is frequently loud

Direct Reports

Park Maintenance III (Park Foreman): Park Maintenance I and II, and Park Maintenance Assistants I, II, and III.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>

PARK MAINTENANCE I, II, III

History	<i>Previous Park and facility maintenance positions approved 4/15/19. This version combines all separate Facility and Park Maintenance I, II, and III descriptions into one document. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>Personnel Committee reviewed and suggested edits to draft on 5/18/2021.</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Park.Maintenance_I_II_III_2022.0207.docx
2/7/2022

DRAFT

Job Description



Position:	RECREATION AIDE
Reports to:	Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (0.75 FTE) Not to exceed 30 hours per week.

Position Overview

Under direct supervision of a Recreation Leader, Recreation Coordinator, Recreation Specialist, or Recreation Supervisor the Recreation Aide will assist in leadership of activities, monitor facilities as required, keep supplies and equipment in safe order, perform general program clean-up and other duties as assigned.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Assist in planning, organizing, and conducting recreation activities such as, but not limited to, sports, crafts, special events, games, and cultural events
- Assist in the supervision of all participants and spectators
- Observe necessary precaution to secure the safety of participants and spectators
- Assist with concession service, cashier, act as a program or facility attendant as required
- Additional duties may be required based on program requirements
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Recreation services and a sincere interest towards working with people
- Providing positive and optimistic leadership
- Ability to assist in leading program activities and assist in discipline when required
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Must be at least 13 years of age and have a work permit, if needed
- Successfully complete a Paradise Recreation and Park District Orientation Program

RECREATION AIDE

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing and walking approximately 90% of the time and sitting approximately 10% of the time
- Occasionally climbing stairs, ladders, and crawling
- Some reaching overhead and stretching and some kneeling or squatting
- Bending and working on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

None.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Aide position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>

RECREATION AIDE

Reviewed:	<i>TBD</i>
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https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Aide_2022.0207.docx
2/7/2022

Job Description



Position:	RECREATION COORDINATOR
Reports to:	Recreation Specialist, Recreation Supervisor, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Specialist, Recreation Supervisor, Assistant District Manager, or District Manager. The nature of the duties often requires the work to be performed independently. Responsible for the coordination and implementation of recreation services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Leaders, Recreation Aids, and Volunteers as necessary.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assist with promotion of program and/or event
- Responsible for selection, training, and evaluation of Direct Reports as assigned
- Responsible for the overall safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

RECREATION COORDINATOR

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, while maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION COORDINATOR

Direct Reports

Recreation Leaders, Recreation Aides, and Volunteers

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Coordinator position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Coordinator_2022.0207.docx
2/7/2022

Job Description



Position:	RECREATION LEADER
Reports to:	Recreation Coordinator, Recreation Specialist or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. (0.75 FTE) Not to exceed 30 hours per week.

Position Overview

Performs responsible, professional recreation work under the general supervision of a Recreation Coordinator, Recreation Specialist, or Recreation Supervisor. The nature of the duties often require the work to be performed independently. Responsible for the coordination and implementation of recreational services including, but not limited to, sport activities, youth and adult programs, special events, children's classes, and senior services. Supervises Recreation Aides and Volunteers as necessary.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Responsible for coordinating, planning, and conducting assigned recreation activities
- Assists with promotion of programs and/or events
- Responsible for selection, training, and evaluation of subordinates as assigned
- Assist in program evaluation
- Responsible for participant and staff safety of assigned programs
- Drive District vehicle to transport patrons on scheduled trips
- Attend staff meetings and other meetings as assigned
- Evaluate assigned programs and staff
- Handle budget responsibilities directly related to programming
- Does related work as assigned or required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods of successful leadership
- Planning, organizing, and conducting recreation activities
- Work harmoniously with staff, volunteers, and patrons
- Self-motivated and directed and able to prioritize competing tasks

RECREATION LEADER

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration or related field
- One year of successful and progressive experience as a leader in a variety of recreation activities

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, while maintain an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

RECREATION LEADER

Direct Reports

Recreation Aides and Volunteers.

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Leader position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Leader_2022.0207.docx
2/7/2022

Job Description



Position:	RECREATION PROGRAM SPECIALIST
Reports to:	Recreation Supervisors, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional recreation work under the general direction of the Recreation Supervisors, Assistant District Manager, or District Manager. Will be responsible for all duties, including but not limited to, administration, marketing, supervision, personnel and financial responsibilities of one or more major special programs or events.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Plans, coordinates, and directs one or more special programs or events
- Initiates, organizes, conducts, and evaluates events or programs
- Responsible for all marketing and promotion elements of program or event assignments
- Plans overall goals and objectives to be achieved in area of responsibility
- Hires, trains, advises, and evaluates part-time staff and volunteers in various activities
- Plans budget and determines expenses and revenue expectations to be met
- Responsible for all equipment and supplies needed for successful completion of work
- Secures revenue, such as, but not limited to, grants, donations, endowments, gifts, fees, fundraising, etc. to cover all costs related to events or programs
- Coordinates District personnel involvement and support in assigned program or event activities
- Represents the District and develops positive public relations in the community
- Responsible for maintaining a safe environment for both staff and patrons
- Helps oversee facility maintenance and upkeep as it relates to assignments

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Basic techniques, and methods for successful supervision of staff in the development of appropriate program and event services for the District

RECREATION PROGRAM SPECIALIST

- Planning, organizing, and leading participants in a variety of activities
- Work harmoniously with staff, volunteers, and patrons
- Basic understanding of budgeting, business practices and principles
- Knowledge of various programs and events
- Understanding of safety and training protocols and procedures related to programming
- Personnel recruitment, training and evaluation procedures
- Communications and public relations
- Branding, marketing and fund raising
- Proficiency in computer operations and social media platforms
- Ability to utilize the talents and abilities of volunteers and other District staff effectively
- Self-motivated and directed and able to prioritize competing tasks

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- A Bachelor's Degree in Recreation Administration, Business Administration or related field
- A minimum of two years of full-time or part-time successful and progressive experience in community programming or event leadership

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

RECREATION PROGRAM SPECIALIST

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens; use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

Recreation Coordinators, Recreation Leaders, Recreation Aides, and Volunteers

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Program Specialist position approved April 2015. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Program.Specialist_2022.0207.docx
2/7/2022

Job Description



Position:	RECREATION SUPERVISOR
Reports to:	Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Full-Time 40 hours/week – 2080 hours/annual (1 FTE).

Position Overview

Under general direction of the Assistant District Manager or the District Manager, performs responsible, professional recreation work at a supervisory level by supervising staff and activities as they relate to the recreation functions of the District. These functions include, but are not limited to, children's programming, sport activities, aquatics, youth and adult activities, special community events, adapted programming, senior services, and other related duties as assigned.

Primary Objectives

Supervises a diverse schedule of professional recreation activities and special events which meet the community needs and District goals and objectives.

Responsibilities and Duties

- Initiates, organizes, coordinates, conducts, and evaluates an extensive, inclusive program of recreation activities for people of varied interests and abilities
- Hires, trains, advises, and evaluates recreation staff and volunteers in various activities
- Responsible for equipment and supplies necessary for the successful completion of programs and keeps appropriate records and inventory of all equipment
- Responsible for preparation of budget recommendations and budget control within the assigned area of responsibility
- Cooperates in promoting the highest level of professional standards throughout all District programs, events, and activities
- Prepares reports and other written material as needed to comply with administrative requests
- Represents the District in public meetings and develops positive public relations
- Implements marketing procedures in all areas of responsibility
- Responsible for maintaining a safe environment for both staff and patrons
- Helps coordinate and assist in the District-wide safety and inspection programs
- Provides safety training to staff
- Helps maintain and oversee facility maintenance and upkeep
- This position will work a varied work schedule as assigned

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill,

RECREATION SUPERVISOR

and ability required to perform this job.

- Supervise and assign staff and volunteers effectively
- Relate and communicate with staff, co-workers, volunteers, Program and District patrons in a respectful manner
- Learn and be accountable for all areas of staff and program supervision, and patron experience
- Successful supervision of employees in the development of appropriate recreation services for the District
- General knowledge of budgeting and business practices and principles
- Community engagement, public relations, and presentations
- Ability to work harmoniously and cooperatively with fellow employees and the public

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Equivalent to a Bachelor's degree with major course work in Recreation Administration or related field
- A minimum of two years full time, or equivalent, successful and progressive experience in community recreation leadership

License and Certification

Possession of, or ability to obtain within 30-days of hire, and maintain throughout the duration of employment, the following:

- Throughout the duration of employment, maintain a valid Class C California driver's license with an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Occasional bending, handling, dexterity, reaching overhead, stretching, kneeling, crawling, or squatting and climbing stairs
- Some bending and occasional work on rough, uneven terrain
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made

RECREATION SUPERVISOR

to enable individuals with disabilities to perform the essential functions.

- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens, use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends
- Work obligations may entail occasional field meetings and inspections
- Occasional work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional work in high places
- Exposure to street/road traffic and noise

Direct Reports

Recreation Specialist, Recreation Coordinator, Recreational Leader I, II, and III, Recreation Aide; Youth/Adult Program Instructors, Umpires, Officials, Score Keepers, Referees, Program Managers, Intern(s).

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Recreation Supervisor position approved 2/02/17. This version updates new job description formatting. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Recreation.Supervisor.Job.Description_2022.0207.docx
2/7/2022

Job Description



Position:	SPECIAL PROJECTS MANAGER
Reports to:	Park Maintenance Supervisor, Assistant District Manager, District Manager
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied. Part-Time – to be determined, not to exceed 30 hours/week (0.75 FTE). Full-Time 40 hours/week - 2080 hours/annual (1 FTE)

Position Overview

Performs responsible, professional project management work under the direct supervision of the Park Maintenance Supervisor and general supervision of the Assistant District Manager or District Manager. Direct supervision may be reassigned based on project. Develops and manages all aspects of capital improvement and maintenance projects for park facilities, including the planning, organization, and coordination of design and engineering, construction specifications, bid documents, contracts and change orders. Monitors capital budgets to ensure project expenditures remain within the scope of work. Oversees consultants, contractors and staff performing capital construction work. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with contracts, plans, specifications, and timelines.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Assists with preparation of grant applications
- Prepares project budgets
- Coordinates and prepares construction specifications and drafts Request for Proposals (RFP) and associated scope of work
- Coordinates pre-bid and pre-construction conferences
- Negotiates contracts, selects consultants and administers contracts for consulting architects, engineers, and contractors
- Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time
- Reviews work for compliance with contract documents and appropriate guidelines, laws, regulations, construction plans and specifications
- Monitors individual project budget summaries assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders
- Makes recommendations to the Park Maintenance Supervisor on change orders as necessary

SPECIAL PROJECTS MANAGER

- Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with Town, County, State, and Federal requirements
- Monitors and ensures all requirements of grants and contracts are met
- Serves as a resource to the Parks and Recreation Supervisors and other District departments by consulting on facility issues
- Complete project financial reports, accounting, and grant reimbursement requests on time with supporting conclusions and recommendations
- Communicates project status to staff, the Board of Directors, and other stakeholder groups, keeping staff informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems
- Creates presentation materials; authors written and oral reports and media materials
- Uses speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project's function and objectives
- Performs other related work of a similar nature or level as required

Requirements and Qualifications

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Principles and practices of project management and contract administration
- Current construction methods, costs and cost estimating
- Building and land use permits, processes and requirements
- Applicable local, state and federal laws, codes and standards related to construction
- Design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management
- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills
- The operation of various computer programs including word processing, spreadsheets, database programs including Permitting and Project Management software and other applications specific to the area of assignment
- Listen attentively and communicate effectively, both orally and in writing, with individuals and groups in clear, concise language appropriate for the purpose and parties addressed, including preparing and making public presentations which can be understood by non-technical listeners and preparing written reports, materials, correspondence, and procedures

SPECIAL PROJECTS MANAGER

- Establish and maintain effective working relationships with other employees, District officials, contractors and developers, representatives of other governmental agencies and the general public
- Ability to travel to destinations both in and outside the District

Education and Experience

Any combination of education and experience that would provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

- Bachelor's Degree in Engineering, Architecture, Construction Management or related field
- Four years progressively responsible experience with commercial building construction projects required
- Post-secondary vocational or occupational training in related field plus 6 years of direct construction project management

License and Certification

Possession of, or ability to obtain within 30-days of hire and maintain throughout the duration of employment, the following:

- A valid Class C California driver's license, maintaining an acceptable driving record with five or fewer points as assigned by the Department of Motor Vehicles for the duration of employment
- Current basic First Aid and CPR certificates

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- Frequently operate a computer and read a computer screen or typewritten page
- Correctible visual acuity, hearing and manual dexterity sufficient to operate a motor vehicle
- Move between work sites, including undeveloped land and project development sites
- Occasionally transports objects (lids, covers, etc.) up to fifty (50) pounds
- The estimated working position is standing, walking and sitting approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Occasional reaching overhead and stretching, and kneeling and squatting
- Some bending and occasional work on rough, uneven terrain
- Occasional handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Reasonable accommodations provided

SPECIAL PROJECTS MANAGER

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Occasional exposure to street/road traffic and noise
- Must be able to travel to locations in, around, or outside the District Boundaries
- Ability to maintain sustained concentration on computer screens, use keyboards and a variety of peripherals
- Ability to work and maintain focus in a work environment with moderate noise (i.e., working around others making periodic phone calls or having conversations) and with frequent interruptions
- Ability to periodically work evenings or weekends

Direct Reports

None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>New position proposed to facilitate major construction projects in and around the District.</i>
Reviewed:	<i>TBD</i>

https://paradisepprd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Project.Manager_2022.0207.docx
2/7/2022

Job Description



Position:	SWIM AIDE
Reports to:	Lifeguard/Instructor, Pool Supervisor, Pool Manager, or Recreation Supervisor
Category:	Non-Exempt
Pay Rate:	See current adopted Salary Schedule.
Weekly Hours:	Varied (0.75 FTE), Part-Time. Not to exceed 30 hours per week.

Position Overview

Under direct supervision of the Lifeguard/Instructor, Pool Manager, Pool Supervisor, or Recreation Supervisor, the Swim Aide will assist in various functions of the swim lesson program.

Responsibilities and Duties

The list that follows is not a comprehensive list but a representative summary of the major duties and responsibilities:

- Call roll at class time
- Check swimmers in and out of the pool area
- Supervise shower rooms as needed
- Inspect swimmers for cleanliness
- Help with land and water drills for classes
- Serve as a leader for small groups
- Distribute and collect equipment
- Help to keep the facility clean
- Does related work as assigned or required

Requirements and Qualifications

Selection of candidates for this position will be based on swimming and teaching ability, knowledge of skills, a sincere interest, and enthusiasm.

Knowledge, Skills, and Abilities

Note that these requirements are representative, but not all-inclusive, of the knowledge, skill, and ability required to perform this job.

- Knowledge and ability to demonstrate skill progression of levels 1 through 6
- Must be familiar with the rules and regulations governing the conduct and safe use of pools
- Skill in communication and able to exhibit a helpful attitude
- Ability to be punctual, neat and properly dressed

Education and Experience

- Must be at least 14 years of age and have a work permit, if needed
- Must successfully complete the Swim Aide Training Course

SWIM AIDE

License and Certification

Possession of, or ability to obtain and maintain throughout the duration of employment, the following:

- A work permit, if required.

Medical Examination and Finger Printing

Successful candidates must:

- Pass District pre-employment medical examination
- Complete finger-printing and screening

Physical Requirements

- The estimated working position is standing, sitting and walking approximately 90% of the time
- Occasionally climbing stairs, ladders and crawling
- Some reaching overhead and stretching, and frequent kneeling and squatting
- Bending and occasional work on rough, uneven terrain
- Handling and dexterity
- Lifting, pushing, pulling and carrying abilities under 100 pounds
- Must be able to work for extended periods in direct sunlight
- Reasonable accommodations provided

Work Environment

The work environment described here is representative of those an employee encounters while performing the essential responsibilities and duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Frequent work in various weather conditions, including exposure to wet, humid, hot, or cold conditions
- Exposure to street/road traffic and noise
- Occasionally exposed to fumes or airborne particles, toxic or caustic chemicals
- The noise level in the work environment is frequently loud
- Must be able to travel to locations in the District Boundaries
- Ability to periodically work evenings or weekends

Direct Reports

- None

Benefits

Paradise Recreation and Park District provides a monthly supplement to eligible full-time employees to be applied towards the purchase of benefits, excluding employee contribution only plans.

Job Description Action

Status:	<i>Draft</i>
Date approved:	<i>TBD</i>
History	<i>Previous Swim Aide position approved April 2015. This version updates new job</i>

SWIM AIDE

	<i>description formatting and descriptive work environment. Upon approval this new version supersedes all previous versions.</i>
Reviewed:	<i>TBD</i>

https://paradisepd.sharepoint.com/sites/HumanResources/Shared Documents/Job.Descriptions/Proposed/Swim.Aide_2022.0207.docx
2/10/2022



DATE: 2/11/2022
TO: Personnel Committee
FROM: Dan Efseaff, District Manager
SUBJECT: Personnel Rules Manual Update – Rule 20 Paid Time Off

Summary

Staff have noted some challenges in the interpretation of the District's Paid Time Off (PTO) policies. Staff have prepared an early draft for Personnel Committee review.

Recommendation: Review and Discuss the Revised Rule 20 and provide direction for further changes.

1. Background

As part of the 2021 employee negotiations, staff representatives requested review of the salary scale and also to the District Paid Time Off (PTO) policy. The request may be summarized as:

- Change to the sick leave buy back policy – The current policy states the employee must have over 112 days of sick leave. They can sell up to 6 of those days of the PTO at 75% of their current rate of pay. Proposed changes are:
 - 1) Allow the employee to sell their sick PTO at 100% of employee's current rate of pay;
 - 2) Increase the number of days of total PTO accumulation.
 - 3) Allow staff to transfer sick PTO days to vacation PTO;
 - 4) Allow staff to transfer/donate their own sick PTO days in accumulation to a coworker.

Prior to this request, staff had identified the rules as needing a review and simplification. The current Rule 20 states that full-time employees shall accrue sick PTO at the rate of one (1) working day per month cumulative to maximum of 120 days (960 hours) after which no sick PTO will be earned. Part-time employees who work for PRPD for thirty (30) days or more day within a year is entitled to Sick PTO and will earn one hour per every 30 hours worked. An appointing authority shall approve PTO only after ascertaining that the absence was due to an illness or unfitness to work for medical reasons, and a health care provider certificate may be required. If an employee is absent due to a medical reason for more than ten (10) days consecutive, then a certificate from a health care provider will be required.

At the end of the year, full-time and part-time employees will have the option to sell back sick leave. To be eligible for sick leave sell back, an employee must have; (1) accrued over six (6) days of sick leave within the twelve-month period of January 1st through December 31st of the current year, or; (2) has accrued over one hundred and twelve (112) days of sick leave overall. At the employee's request, the district will purchase back a maximum of six (6) days of sick leave if the employee is eligible. The District will purchase back sick leave at a rate of 75% of the employees hourly wage. Once the sick leave sell back is processed for an employee, it may not be changed.

2. Fiscal Impact

Undetermined (may have impact if PTO rates change).

3. Committee Recommendation

Under consideration, no recommendation yet.

4. Discussion

The revised version has major changes that were too cumbersome to include as a redline version. We therefore summarize some of the changes below:

- 20.01-A Sick Paid Time Off (Full-Time)
 - Removed Part-Time Benefited
 - Current maximum is 120 days (960 hours), which reflect 10 years of employment, this seems excessive (for example Enloe caps it at 320 hours). Consider a PTO bank to be used for other purposes?
 - Changed "An appointing authority" to Supervisors
 - The sell back program should be revised or removed. If revised, make it more of a reward for longevity and attendance and fit in with other policies and new caps.

- 20.01-B Sick Paid Time Off (Part-Time)
 - Dramatically simplified the language to reflect California requirements
 - Change to calendar year.
 - Simplified notification to supervisors and added other means of communication.
 - Removed approval component.
 - Changed written report to District tracking of PTO on paystubs.
- 20.01 C Sick Paid Time Off -Qualifying Events
 - a. Illness or injury, or medical appointment to the employee, spouse or domestic partner, child, parent, sibling, grandparent, or grandchild.

In addition, as part of last year's employee negotiations, staff suggested some potential changes to this rule namely: "Change to the sick leave back – 1) allow buy back at 100% of employee's current rate of pay, 2) either add more days to total accumulation or the ability to transfer days to vacation accumulation, 3) the ability to donate sick PTO to a coworker."

This could be incorporated into the next draft, however, with the substantial changes to the language, staff wanted to receive direction and feedback from the Personnel Committee.

Attachments:

- A. Personnel Rules- Section 20
- B. Personnel Rules- Section 20(Revised)

https://paradisepspd.sharepoint.com/sites/BODMeeting/Shared Documents/_Committee.Personnel/2022/PC_22.0215/2.BOD.Personnel.Rules.Rule20.PTO.22.0121.docx

2/11/2022

Rule 20 – Paid Time Off (PTO)

20.01-A Sick Paid Time Off (Full-Time and Part-Time Benefited)

Sick Paid Time Off (PTO) for full-time and part-time benefited employees who are in their introduction period or regular period of employment. Sick PTO shall in all instances be granted subject to the following terms:

1. Full-Time employee shall accrue sick PTO at the rate of one (1) working day per month cumulative to maximum of 120 days after which no sick PTO will be earned. Part-time benefited employees will accrue a prorated portion as stated in their job description.
2. An appointing authority shall approve sick PTO only after ascertaining that the absence was due to illness or unfitness for work for medical reasons, and a health care provider certificate may be required, and will be required if an employee is absent due to medical reasons for more than ten (10) work days consecutive. The health care provider certification must state:
 - Date of commencement of the serious health condition;
 - Probable duration of the condition;
 - Inability of the employee to work at all or to perform any one or more of the essential functions of his or her position because of the serious health condition.
 - If probable duration of the condition is extended, employee will be required to provide a certification stating this extension.
3. If an employee uses all of his or her accrued sick PTO, additional time off for illness will be "leave without pay", unless the employee requests accrued vacation time to be used or qualifies for other leave time as stated in these Rules.

4. Accrued Sick PTO may be used for the following leave qualifying events:
 - a. The birth of a child and in order to care for such child.
 - b. The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child.
 - c. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
 - d. For an employee who is the victim of domestic violence, sexual assault, or stalking.
5. Unused Sick PTO Payback - Upon termination in good standing, a Full-Time or Part-Time Benefitted employee who has accrued more than twenty (20) days of sick PTO will be compensated for that portion in excess of twenty (20) days sick PTO at 75% of the employee's current rate of pay, up to a maximum of three thousand two-hundred (\$3,200) dollars. A retiring employee may elect to participate in the District's 457 Plan and use accrued sick PTO pay as outlined above to invest in this plan as allowed under the rules and regulations of the District's 457 Plan.
6. Sick Leave Sell Back Policy - Each year full-time and part-time benefitted employees will have the option to cumulate or sell back their sick leave accrual from the previous year under the following guidelines. The word "accrued" is defined in the Sick Leave Sell Back Policy as remaining sick leave:
 - a. To be eligible for Sick Leave Sell Back, an employee must have; (1) accrued over six (6) days of sick leave within the twelve month period of January 1st through December 31st of the current year, or; (2) has accrued over one hundred twelve (112) days of sick leave overall.

- b. At the employee's request the District will purchase back a maximum of six (6) days of sick leave if the employee is eligible. A Sick Leave Sell Back Request Form must be completed and turned into the District Manager between December 1st and December 15th if the employee wishes to apply. An employee may include any anticipated accrued sick leave up to and including December 31st of the current year in Sick Leave Sell Back Request Form. If necessary, the Sick Leave Sell Back Request Form will be adjusted on December 31st to reflect the true accrued figure.
- c. The District will only purchase back the accrued sick leave above six (6) days of the current year unless an employee has accrued over one hundred twelve (112) days of sick leave, then the employee may sell back up to the maximum six (6) days of sick leave accrued over one hundred twelve (112) days.
- d. The District will purchase back sick leave at a rate of 75% of the employee's hourly wage. The hourly wage used will be the employee's hourly wage as of December 15th of the current year.
- e. Once a check is processed for Sick Leave Sell Back, the employee may not change the request. Sick leave hours that an employee sells back to the District are used and no longer available to the employee. Money received from Sick Leave Sell Back will be taxed as income and checks will be issued the first pay period in January.

20.01-B Sick Paid Time Off (Part-Time)

Sick Paid Time Off (PTO) for part-time employees who on or after July 1, 2015, work for 30 or more days within a year from the date of commencement of employment are entitled to receive paid sick days subject to the following terms:

- 1. A part-time employee who, on or after July 1, 2015, works for the Paradise Recreation and

Park District for thirty (30) days or more days within a year is entitled to Sick PTO. For purposes hereof, a work day is any 24 hour period, 12 a.m. to 11:59 p.m., during which a part-time employees works.

2. An eligible part-time employee shall accrue Sick PTO at the rate of one hour per every 30 hours worked, beginning July 1, 2015 or at the commencement of employment after this date.
3. A part-time employee shall be entitled to use accrued Sick PTO beginning on the 90th day of his or her employment, after which day the employee may use Sick PTO as they are accrued.
4. A part-time employee may not use over twenty-four (24) hours or three days of accrued Sick PTO in each fiscal year (July 1 through June 30).
5. Accrued Sick PTO shall carry over to the following year of employment. However, a part-time employee cannot accrue over forth-eight (48) hours of Sick PTO or six days.
6. Accrued but unused Sick PTO shall be forfeited on the termination of an employee's employment. However, if a part-time employee separates from the Paradise Recreation and Park District and is rehired by PRPD within one year from the date of separation, previously accrued and unused Sick PTO shall be reinstated. The employee shall be entitled to use those previously accrued and unused Sick PTO and to accrue additional Sick PTO upon rehiring.
7. If the need to use Sick PTO is foreseeable the employee shall provide reasonable advance notification to his or her immediate supervisor. If the need to use Sick PTO is unforeseeable the employee shall provide notice of leave as soon as practicable.
8. The part-time employee must submit a written leave form, stating the hours requested or

used for Sick PTO, to his or her immediate supervisor for approval.

9. A part-time employee shall be paid for Sick PTO taken no later than the payday for the payroll period during which the approved Sick PTO was taken.
10. The part-time employee shall receive his or her current hourly wage for approved Sick PTO.
11. Once a month eligible part-time employees who qualify for Sick PTO will receive written notice that set forth the amount of Sick PTO available.
12. Sick PTO for part-time employees may be used in the following leave qualifying events:
 - a. The birth of a child and in order to care for such child.
 - b. The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child.
 - c. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee's family member.
 - d. For an employee who is the victim of domestic violence, sexual assault, or stalking.
13. A part-time employee may only use sick leave for work hours missed because of qualifying events.

20.02 Vacation Paid Time Off

Vacation PTO is a benefit to full-time or part-time benefited employees who are in their introduction period or regular full-time. It shall be granted on the following terms:

1. Accrual shall be computed from the date of hire:
 - a. During the first through the fifth years of compensated and continuous service, an employee shall accrue twelve (12) days of vacation PTO per year, providing that no vacation shall actually be taken until completion of the orientation period.

- b. During the sixth through fifteenth year of compensated and continuous service, an Employee shall accrue twenty (20) days of vacation PTO per year.
 - c. Beginning with the sixteenth year of compensated and continuous service, and each year thereafter, an employee shall accrue twenty three (23) days of vacation PTO per year.
 - d. Part-time benefited employees will receive a prorated portion of vacation PTO as stated in their job description.
- 2. The balance of accrued unused vacation PTO for any employee shall be limited to twenty (20) days for employees with less than six years of service, and thirty-two (32) days for employees with six through fifteen years of service, and thirty-six (36) days for employees with over sixteen years of service. Accrual of vacation PTO will stop once the limit is reached and will not start again until after the unused vacation PTO accrual is below the limit.
 - 3. Vacation PTO shall be taken with the prior approval of the appointing authority, provided that there is no reasonable basis for denial of an employee's request. Appointing authorities shall be responsible for ensuring that employees have the opportunity to take vacation PTO each year.
 - 4. Upon death, retirement, or layoff, or upon resignation from the classified service, an employee or said employee's estate shall be paid one hundred percent (100%) of the value of any accrued, unused vacation PTO. Valuation shall be on the basis of the hourly equivalent of said employee's monthly salary at the effective date of termination or resignation.

A retiring employee may elect to participate in the District's 457 Plan and use accrued

vacation PTO pay as outlined above to invest in this plan as allowed under the rules and regulations of the District's 457 Plan.

20.03 Bereavement Leave PTO

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to three consecutive days funeral leave with pay to make arrangements for the funeral and attend same without charge to the accumulated sick leave credits or vacation eligibility.

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the District Manager.

For the purposes of this section, the immediate family shall be restricted to father, mother, spouse, registered domestic partner, child, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

20.04 Holidays

The following holidays are officially recognized holidays. On such holidays, an employee shall be entitled to time off with full pay if the employee is regular full-time or in their orientation period. If the employer and employee agree, the employee may work a holiday as part of a normal work week and take the holiday at another time so long as it is within the fiscal year in which the holiday falls.

1. January 1, New Year's Day; *
2. The third Monday of January, Martin Luther King Day; *
3. The third Monday in February, in observance of President's Day. *
4. The last Monday in May, in observance of Memorial Day. *

5. July 4, Independence Day. *
6. The first Monday in September, Labor Day. *
7. November 11, Veterans' Day.
8. The fourth Thursday in November in observance of Thanksgiving. *
9. The Friday following Thanksgiving. *
10. December 25; Christmas Day. *
11. Days between Christmas and New Years'. *

If New Year's Day, Independence Day, Veterans Day, or Christmas Day, falls upon a Sunday, the Monday following shall be observed as the holiday; if such foregoing date falls upon a Saturday, the preceding Friday shall be observed as the holiday.

* Part-time benefited employees are entitled to these holidays.

20.05 Rest Period PTO

All non-exempt employees who work an eight hour shift are provided two paid 10 minute Rest periods per shift; one on each approximate four-hour period before and after the meal period. Rest periods may not be combined or added to an employee's meal period. Rest periods are paid as time worked and employees must remain on the premises during the 10 minute rest period and return to work promptly.

Nursing mothers are encouraged to use this time, in a private place, to express breast milk. If this is not possible, nursing mothers are authorized to take a reasonable amount of unpaid break time in a private place to express breast milk.

Employees are to adhere to District policies and to use discretion in their activities during rest periods.

20.06 Jury and Witness PTO

An employee who is called for jury duty or subpoenaed to appear as a witness, other than as an expert witness or party to the action, shall receive PTO for such purpose on the terms that follows:

1. Regular full-time employees will be paid the difference between regular straight-time pay and the jury pays for each day of work missed due to jury duty. In addition, exempt employees will be paid their full salary for any work week interrupted by jury service.
2. The employee shall receive PTO provided that any witness fees or jury fees are assigned to PRPD.
3. You must present your jury summons to your supervisor as soon as you receive it. You shall report to work during hours or days that your presence is not required on the jury panel. An employee who does not work when available will not receive pay for the day and discipline action may be taken.
4. In the event the volume of work or the expressed nature of your position necessitates it, a request for postponement of jury service can be made. If you and the PRPD believe that it is necessary we will assist you, if possible, in requesting a postponement. It is every employee's obligation and duty to serve jury duty. We encourage you to do so and would like to be able to schedule it when our work load best permits you to fulfill your duty.

Acting as a Witness

You may be required by law to appear in court as a witness. The PRPD provides regular full-time employees paid time off for this purpose provided that witness fees are assigned to the District. We ask that you give your supervisor as much advance notice, as possible, of when you will be absent.

If called as a witness in litigation in which the PRPD is a party, or to testify in an official capacity as a PRPD employee, the employee shall receive PTO and an allowance for any necessary travel, provided that any witness fees are assigned to the PRPD.

20.07 Voting PTO

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular work shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days notice that time off to vote is needed.

20.08 Administrative Time Off

All exempt employees shall receive administrative time off during the fiscal year (July 1 through June 30). Administrative time off per category is as follows:

- District Manager and Assistant District Manager 76 hours per fiscal year

Administrative time off does not accrue from year to year and must be used before the end of each fiscal year. Exempt employees shall request administrative time off in advance, in writing, to be approved by the District Manager.

Upon separation, eligible employees are paid for the earned but unused Administrative time off.

Rule 20 – Paid Time Off (PTO)

20.01-A Sick Paid Time Off (Full-Time)

Sick Paid Time Off (PTO) for full-time employees shall in all instances be granted subject to the following terms:

1. Full-Time employee shall accrue sick PTO at the rate of one (1) working day per month cumulative to maximum of **120 days (960 hours)** after which no sick PTO will be earned.
2. Supervisors shall approve sick PTO only after ascertaining that the absence was due to illness or unfitness for work for medical reasons, and a health care provider certificate may be required, and will be required if an employee is absent due to medical reasons for more than ten (10) consecutive workdays. The health care provider certification must state:
 - o Date of commencement of the serious health condition;
 - o Probable duration of the condition;
 - o Inability of the employee to work at all or to perform any one or more of the essential functions of his or her position because of the serious health condition and a release to work.
 - o If probable duration of the condition is extended, employee will be required to provide a certification stating this extension.
3. If an employee uses all of his or her accrued sick PTO, additional time off for illness will be "leave without pay", unless the employee requests accrued vacation time to be used or qualifies for other leave time as stated in these Rules.
4. **Sick Leave Sell Back Policy** - Each year full-time employees will have the option to sell back their sick leave accrual from under the following guidelines.
5. To be eligible for Sick Leave Sell Back, an employee must have:
 - a. (1) accrued over six (6) days of sick leave within the calendar year, or;
 - b. (2) has accrued over one **hundred twelve (112) days (896 hours)** of sick leave overall.
 - c. Submit a completed Sick Leave Sell Back Request Form and turn into the District

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Manager between December 1st and December 15th. If necessary, the form may be adjusted to reflect anticipated accrued sick leave up to December 31st of the current year.

6. The District will only purchase back the accrued sick leave above six (6) days of the current year unless an employee has accrued over one hundred twelve (112) days of sick leave, then the employee may sell back up to the maximum six (6) days of sick leave.
7. The District will purchase back sick leave at a rate of 75% of the employee's hourly wage. The hourly wage used will be the employee's hourly wage as of December 15th of the current year.
8. Once a check is processed for Sick Leave Sell Back, the employee may not change the request. Sick leave hours that an employee sells back to the District are used and no longer available to the employee. Money received from Sick Leave Sell Back will be taxed as income and checks will be issued the first pay period in January.
9. Unused Sick PTO Payback - Upon termination in good standing, a Full-Time employee who has accrued more than twenty (20) days of sick PTO will be compensated for that portion in excess of twenty (20) days (96 hours) sick PTO at 75% of the employee's current rate of pay, up to a maximum of three thousand two-hundred (\$3,200) dollars.

Commented [CM1]: 20 days times 8 hours = 160 hours not 96

A retiring employee may elect to participate in the District's 457 Plan and use accrued sick PTO pay as outlined above to invest in this plan as allowed under the rules and regulations of the District's 457 Plan.

20.01-B Sick Paid Time Off (Part-Time)

Sick Paid Time Off (PTO) for part-time employees will follow current State of California laws. At the time of this revision (1/31/2021), this amounted to 3 days (24 hours) for part-time employment.

1. A part-time employee may not use more than the current requirements in each calendar year (January 1 through December 31). Accrued Sick PTO shall not carry over to the following year of employment but will be replenished annually.
2. Accrued but unused Sick PTO shall be forfeited on the termination of an employee's employment. However, if a part-time employee separates from the District and is rehired within one year from the date of separation, previously accrued and unused Sick PTO shall be reinstated.

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- 3. The part-time employee:
 - a. Must (if foreseeable) notify their supervisor verbally or in writing (email or other electronic means are acceptable), stating the hours requested or used for Sick PTO, to his or her immediate supervisor. If the need to use Sick PTO is unforeseeable the employee shall provide notice of leave as soon as practicable.
 - b. Will receive his or her current hourly wage for approved Sick PTO.
 - c. May only use sick leave for work hours missed because of qualifying events.
 - d. Must submit a timesheet approved by their supervisor and will be paid according to the timesheet and payroll schedule.
- 4. The District will track the amount of Sick PTO available and used on employee paystubs.

20.01-C Sick Paid Time Off -Qualifying Events

- 1. Accrued Sick PTO may be used for the following leave qualifying events:
 - a. Illness or injury, or medical appointment to the employee, spouse or domestic partner, child, parent, sibling, grandparent, or grandchild.
 - b. The birth of a child and in order to care for such child.
 - c. The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child.
 - d. Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee or an employee’s family member.
 - e. For an employee who is the victim of domestic violence, sexual assault, or stalking,

20.01-D, Sick Paid Time Off -Donation Program,

e- **Consider options.**

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20.02 Vacation Paid Time Off

Vacation PTO is a benefit to full-time employees who have completed their orientation period and will be granted on the following terms:

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[[[Current]]]

Service Years	Vacation PTO Rate (days/year)	Total Accrual Limit (days)
1-5	12	20
6-15	20	32
16+	23	36

[[[Recommended?]]]

Service Years	Vacation PTO Rate (days/year)	Total Accrual Limit (days)
1-5	12	24
6-15	20	40
16 -20	23	46
20+	25	50

1. Accrual will be computed from the date of hire.
2. Accrual of vacation PTO will stop once the limit is reached and will not start again until after the unused vacation PTO accrual is below the limit.
3. Vacation PTO shall be taken with the prior approval of the employees' supervisor, provided that there is no reasonable basis for denial of an employee's request. The Supervisor shall be responsible for ensuring that employees have the opportunity to take vacation PTO each year. If opportunities to take vacation PTO are not available, the employee may petition in writing to the District Manager for a temporary (not to exceed 12 months) expansion of the total accrual limit explaining the reasons for the request and plan to take vacation.
4. The employee will ensure that the vacation request appears on the District's vacation calendar to help communicate the absence and allow for staffing changes.
5. Upon death, retirement, or layoff, or upon resignation from the classified service, an employee or said employee's estate shall be paid one hundred percent (100%) of the value of any accrued, unused vacation PTO. Valuation shall be on the basis of the hourly

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equivalent of said employee's monthly salary at the effective date of termination or resignation.

A retiring employee may elect to participate in the District's 457 Plan and use accrued vacation PTO pay as outlined above to invest in this plan as allowed under the rules and regulations of the District's 457 Plan.

20.03 Bereavement Leave PTO

In the event of a death in the immediate family of an employee, the employee shall, upon request, be granted up to three consecutive days funeral leave with pay to make arrangements for the funeral and attend same without charge to the accumulated sick leave credits or vacation eligibility.

If additional bereavement leave is necessary, the employee may use accrued sick leave or vacation or take an authorized leave without pay, subject to the approval of the employee's immediate supervisor and the District Manager.

[[[move to definitions?]]] For the purposes of this section, the immediate family shall be restricted to father, mother, spouse, registered domestic partner, child, brother, sister, grandparents, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, and son-in-law.

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20.04 Holidays

The following holidays are District recognized holidays. On such holidays, full-time employees shall be entitled to time off with full pay. If the employer and employee agree, the employee may work a holiday as part of a normal work week and take the holiday at another time so long as it is within the fiscal year in which the holiday falls.

1. January 1, New Year's Day;
2. The third Monday of January, Martin Luther King Day;
3. The third Monday in February, in observance of President's Day.
4. The last Monday in May, in observance of Memorial Day.
5. July 4, Independence Day.
6. The first Monday in September, Labor Day.

7. November 11, Veterans' Day.
8. The fourth Thursday in November in observance of Thanksgiving.
9. The Friday following Thanksgiving.
10. December 25; Christmas Day.
11. Days between Christmas and New Years' Day.

If New Year's Day, Independence Day, Veterans Day, or Christmas Day, falls upon a Sunday, the Monday following shall be observed as the holiday; if these holidays fall upon a Saturday, the preceding Friday shall be observed as the holiday.

20.05 Rest Period PTO

All non-exempt employees who work an eight-hour shift are provided two paid 10-minute Rest periods per shift; one on each approximate four-hour period before and after the meal period. Rest periods may not be combined or added to an employee's meal period. Rest periods are paid as time worked and employees must remain on the premises during the 10-minute rest period and return to work promptly.

Nursing mothers are encouraged to use this time, in a private place, to express breast milk. If this is not possible, nursing mothers are authorized to take a reasonable amount of unpaid break time in a private place to express breast milk.

Employees are to adhere to District policies and to use discretion in their activities during rest periods.

20.06 Jury and Witness PTO

An employee who is called for jury duty or subpoenaed to appear as a witness, other than as an expert witness or party to the action, shall receive PTO for such purpose on the terms that follows:

1. Regular full-time employees will be paid the difference between regular straight time pay and the jury pays for each day of work missed due to jury duty. In addition, exempt employees will be paid their salary for the time interrupted by jury service.
2. The employee shall receive PTO provided that any witness fees or jury fees are assigned to PRPD.

3. You must present your jury summons to your supervisor as soon as you receive it. You shall report to work during hours or days that your presence is not required on the jury panel. An employee who does not work when available will not receive pay for the day and discipline action may be taken.
4. In the event the volume of work or nature of your position necessitates it, a request for postponement of jury service can be made. If you and the PRPD believe that it is necessary we will assist you, if possible, in requesting a postponement. It is every employee's obligation and duty to serve jury duty. We encourage you to do so and would like to be able to schedule it when our workload best permits you to fulfill your duty.

Acting as a Witness

You may be required by law to appear in court as a witness. The PRPD provides regular full-time employees paid time off for this purpose provided that witness fees are assigned to the District. We ask that you give your supervisor as much advance notice, as possible, of when you will be absent.

If called as a witness in litigation in which the PRPD is a party, or to testify in an official capacity as a PRPD employee, the employee shall receive PTO and an allowance for any necessary travel, provided that any witness fees are assigned to the PRPD.

20.07 Voting PTO

In the event that an employee does not have sufficient time outside of working hours to vote in a statewide election, the employee may take off enough working time to enable him or her to vote. Such time off shall be taken at the beginning or the end of the regular work shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours. Under these circumstances an employee will be allowed a maximum of two hours on the Election Day without loss of pay. Where possible, the employee shall give his or her supervisor at least two days notice that time off to vote is needed.

20.08 Administrative Time Off

All exempt employees shall receive administrative time off during the fiscal year (July 1 through June 30). Administrative time off is 80 hours per fiscal year. Administrative time off does not accrue from year to year and must be used before the end of each fiscal year. Exempt employees shall request administrative time off in advance, in writing, to be approved by the District Manager.

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Upon separation, eligible employees are paid for the earned but unused Administrative time off.