



Conejo Recreation & Park District

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DATE: January 5, 2023
TO: Board of Directors
FROM: Jim Friedl, General Manager
SUBJECT: Reclassification of Three Existing Positions

RECOMMENDATION

1. Reclassify the existing Open Space Technician position (range 33) to Open Space Technician position (range 35) and accept proposed job description revisions.
2. Reclassify the existing Pool Operator/Management Aquatics position (range 41) to Recreation Coordinator position (range 48) and accept proposed job description revisions.
3. Reclassify the existing Accounting Assistant II position (range 37) to Accounting Assistant III position (range 41) and accept proposed job description revisions.

DISCUSSION

The District regularly reviews staff classifications and job descriptions to address the District's needs and recognize changes in responsibilities as personnel change. In 2022, there were 20 changes in the District's 100 full-time staff. As part of this review, staff identified 3 full time staff (1 from each division) where a reclassification would better represent the actual in-house work being performed.

Open Space Technician

The Open Space Technician (OST) position was created in January 2012. Since then, the duties and responsibilities have changed (see attached job description changes). As a result, staff requested the draft revised position be reviewed by Ralph Andersen & Associates (see attached letter). With their guidance, staff recommends accepting the proposed changes to the job description and reclassifying the position to range 35. Range 35 would place the OST in the same range as a Grounds Worker I which requires a similar level of education and experience and has similar duties and responsibilities.

ADMINISTRATIVE OFFICES

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Pool Operator/Management Aquatics

The Pool Operator/Management Aquatics position was originally intended to perform a variety of tasks for the operations and maintenance of aquatic facilities as well as scheduling, training and supervising the work of part time staff in addition to clerical and administrative functions. Overtime, the maintenance portion of this position has largely been taken on by facilities staff with some responsibilities now included in the Facilities Maintenance Worker II job description. The majority of the existing Pool Operator/Management Aquatics position responsibilities now match the existing Recreation Coordinator job description with some minor changes to required certifications. Staff recommends reclassifying the existing Pool Operator/Management Aquatics position to Recreation Coordinator position and accept proposed job description revisions (attached).

Accounting Assistant II

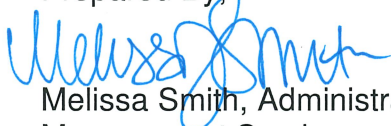
The District traditionally has 1 Accounting Supervisor and 3 Accounting Assistant positions. The Accounting Assistant positions are classified as I, II, or III depending on experience and distribution of responsibilities. Currently, all 3 Accounting Assistant positions are Accounting Assistant IIs, 2 of whom were recently hired. In addition to assisting with the training of the recent hires, the most experienced Accounting Assistant has taken on more responsibilities, including functions related to the District's eCommerce such as registration and reservation which have increased in quantity and complexity in recent years. Staff recommends reclassifying the most experienced existing Accounting Assistant II position to Accounting Assistant III position and accept proposed job description revisions (attached).

These personnel actions would add an approximate additional \$18,000 cost to the current fiscal year's payroll which is absorbable across the existing divisions' budgets.

STRATEGIC PLAN COMPLIANCE

Meets Strategic Plan Element 6.1 Perform regular updates to District job descriptions. The specific tasks and responsibilities of positions will evolve somewhat over time and will also be altered by additional requirements and duties.

Prepared By



Melissa Smith, Administrator
Management Services

Attachments

Conejo Recreation & Park District

Job Title: Open Space Technician

Division: Parks & Planning

Summary:

Under supervision, performs a variety of Open Space maintenance duties including maintenance of restrooms, trash cans, ground trash, fence repair, gates, hiking trails and perform semi-skilled and unskilled maintenance duties. Duties may include minor construction, use of power tools and substantial hiking. All work performed in accordance with District policies and procedures, encouraging the safe and effective promotion, protection, and utilization of park resources and open space preserves. ~~minor construction, building and field maintenance duties including using hand and power tools, installation and repair of fences, gates, hiking stiles and signs. This position will also be responsible for clean-up and routine maintenance on District/COSCA lands, trails, roads, buildings, restrooms and other facilities.~~

Essential Duties and Responsibilities:

- Maintain Open Space amenities including, but not limited to, restrooms, picnic grounds, signs, trails, performing required maintenance as needed
- Assist in a variety of maintenance tasks including, but not limited to, trail construction and repair and maintenance of park water systems
- Opens and secures buildings
- Performs a variety of landscape, building and ground maintenance tasks, including debris and graffiti removal, keeping open space areas clean and safe.
- Operates a variety of power tools, hand tools such as chainsaws and trimmers, and motor driven equipment such as trucks and tractors.
- Loads and unloads equipment, supplies, and refuse.
- Assists in providing information to the public, interpret the natural features of the park areas to visitors and answer inquiries and complaints concerning park conditions, operations, and maintenance, including information about rules and regulations
- Under direct supervision apply a range of pesticides and herbicides in an open space setting and to address invasive or hazardous species
- Assists the Park Rangers in emergency closures during severe weather and increased fire danger
- ~~Opens and secures buildings.~~
- Maintains a variety of records.
- Notifies management concerning need for major repairs or additions.

Other Duties and Responsibilities:

- Perform other related duties and responsibilities as assigned or directed.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

High school diploma or general education degree (GED); and one year related experience and/or

training; or equivalent combination of education and experience. Skill in carpentry, painting, plumbing, and trail work preferred.

Language Ability:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to park visitors and other employees.

Math Ability:

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates and Licenses:

California Driver's License with satisfactory driving record

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; fumes or airborne particles and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; extreme heat and risk of electrical shock. The noise level in the environment is loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is frequently required to stand; walk over uneven terrain; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit; climb or balance and taste or smell. The employee is frequently required to lift up to 50 pounds, and occasionally required to lift up to 100 pounds. The vision requirements include ability to adjust focus, depth perception, peripheral vision, distance vision and close vision

Title: Open Space Technician

JD2029 ~~Jan 2012~~ Rev Nov 2022

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.



December 8, 2022

To: Shelly Howell, Human Resources Supervisor
Conejo Recreation and Park District

From: Doug Johnson, Vice President
Jeff McMurdo, Consultant
Ralph Andersen & Associates

Subject: Open Space Technician

At your request, *Ralph Andersen & Associates* has reviewed the revised Open Space Technician job description in order to determine if the current salary range 33 is still appropriate. The following presents an overview and analysis of this classification and the resulting recommendation.

Overview of Request and Analysis

The Open Space Technician classification was created in January 2012 and since this time the duties and responsibilities have evolved. The purpose of the Open Space Technician classification is to perform a variety of semi-skilled and unskilled open space maintenance duties including maintenance of restrooms, trash cans, ground trash, fences, gates, and hiking trails. Specific duties include:

- Maintaining open space amenities including, but not limited to, restrooms, picnic grounds, signs, and trails.
- Assisting in a variety of maintenance tasks including, but not limited to, trail construction and repair and maintenance of park water systems.
- Opening and securing buildings.
- Performing a variety of landscape, building and ground maintenance tasks, including debris and graffiti removal, keeping open space areas clean and safe.
- Operating a variety of power tools, hand tools such as chainsaws and trimmers, and motor driven equipment such as trucks and tractors.
- Loading and unloading equipment, supplies, and refuse.
- Assisting in providing information to the public, interpreting the natural features of the park areas to visitors, and answering inquiries and complaints concerning park conditions, operations, and maintenance, including information about rules and regulations.

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- Under direct supervision, applying a range of pesticides and herbicides in an open space setting and to address invasive or hazardous species.
- Assisting Park Rangers in emergency closures during severe weather and increased fire danger.
- Maintaining a variety of records.
- Notifying management concerning need for major repairs or additions.

This position requires a high school diploma and one year of related experience and/or training.

In comparing the revised duties and responsibilities outlined above to other positions within the District, the Open Space Technician has duties and responsibilities that are similar in scope and level of responsibility to the District's Grounds Worker I classification. Both the Grounds Worker I and Open Space Technician classification are responsible for performing a variety of semi-skilled maintenance duties requiring one year of related experience.

Recommendation

Based on the above, it is recommended that the Open Space Technician classification be set at Range 35 on the District's salary schedule. This recommendation places the Open Space Technician at the same range as the Grounds Worker I classification, a classification with a similar scope of duties and responsibilities and requires a similar level of education and experience, i.e. high school diploma and one year related experience and/or training.



If you have any questions or would like to discuss further, please do not hesitate to call me at (916) 630-4900.

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Coordinator

Division: Recreation & Community Services

Summary:

Under general supervision, assists in organizing, leading, and conducting recreational programs and provides highly responsible and technical professional staff assistance in the development and conduct of specialized recreational programs, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Assists in the supervision, planning, organizing and conducting of specialized recreation programs in the area of fine and performing arts, sports, outdoor activities, therapeutics, inclusion or other areas.
- Prepares written public correspondence, speaks to school and community groups and promotes participation in scheduled activities through marketing plans and outreach efforts.
- Schedules and assigns subordinates to supervise specific activities and evaluates progress.
- Instructs participants in various athletic and recreational activities.
- Supervises, trains, and appraises staff; prepares work schedules.
- Prepares and maintains a variety of records and reports on participation, equipment and facility use.
- Coordinates and participates in equipment selection, physical set-up for special activities and the issuing and collecting of materials.
- Serves as assistant to the supervisor responsible for Inclusion services by helping to evaluate, develop and make recommendations to implement services and programming for those with special needs based on research, trends and best practices; assists in monitoring their effectiveness in the area of program assignment for implementation.

Other Duties and Responsibilities:

- May coordinate activities, finances, and meetings of a Community Advisory Council.
- Assists in preparation of program budget.
- May be required to transport materials or participants.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree with emphasis in Recreation or a closely related field; two years (2) in public group recreational activity leadership experience including supervisory, public relations, marketing skills. For Therapeutic Recreation Unit, preferred degree in Therapeutic Recreation and/or two years (2) experience working with individuals with developmental disabilities, preferably with ABA

(Applied Behavior Analysis); and the ability to learn/implement applicable laws and inclusion methods and practices. Knowledge of principles and techniques pertaining to the specialized program activities and, program marketing and evaluation methods; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence and procedure manuals. Ability to communicate effectively in written and oral form. Ability to present information and respond to questions.

Math Ability:

Ability to calculate figures and amounts such as percentages and costs. Ability to determine cost of contractors and provide budget input.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in standardized situations. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses:

First Aid and CPR certificates within 6 months of employment; California Driver's License. Therapeutics program requires a California Commercial Class C Driver License within 6 months of employment. [Aquatics program requires Certified Pool Operator's license or Aquatics Facility Operator's certification within 6 months of employment as well as Lifeguard training, American Red Cross lifeguard Instructor Trainer and American Red Cross Water Safety Instructor certifications.](#) All positions working with children under 18 require fingerprint clearance.

Supervisory Responsibilities:

Directly supervises employees. Number of employees supervised will vary depending on Unit assignment. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is regularly exposed to outdoor weather. Occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the environment is moderate to loud. Exposure to hazardous conditions in the environment will vary depending on Unit assigned.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee regularly talks or hears. The employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel and reach with hands

and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch or crawl. The employee is frequently required to lift, push or pull up to 50 pounds and occasionally up to 100 pounds. The physical demands will vary depending on Unit assignment.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Title: Rec. Coord

JD3006 Reviewed/Revised ~~10/21~~12/22

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.

CONEJO RECREATION AND PARK DISTRICT

Job Title: Accounting Assistant III

Division: Management Services

Summary:

Under general supervision, is responsible for the preparation and maintenance of payroll and related statistical records for Conejo Recreation and Park District (CRPD) and Mountains Recreation and Conservation Authority (MRCA) and performs General Ledger accounting as assigned, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Performs clerical accounting duties involved in the processing of CRPD and MRCA payroll. Coordinates and verifies payroll related input and output.
- Ensures the timely and accurate posting and maintenance of payroll related employee data, the recording of income tax withholdings, and other authorized deductions from pay and allowances.
- Prepares employee pay checks, direct deposits, related transfer warrants, and allocates payroll costs to budget appropriation accounts.
- Prepares payroll payments, quarterly and annual tax reports and employee W-2s.
- Confers with Human Resources regarding changes in employee pay and benefits and with individual employees regarding initiation and/or changes in voluntary deductions from pay.
- Prepares and posts journal vouchers to the general ledger for both CRPD and MRCA.
- Maintains and balances general ledger monthly.
- ~~➤ Prepares and reconciles cash balances on the monthly financial statement for all funds; prepares monthly budget performance report for all funds.~~
- Compares County cash balances to general ledger cash balances and makes appropriate adjustments as necessary.
- Researches and executes bank adjustments.
- ~~➤ Prepares billing for various grants and inter-agency agreements.~~
- ~~➤ Maintains and reconciles all ecommerce used by the CRPD (registration, reservation, etc . . .).~~
- ~~➤ Provides customer service for external ecommerce issues and internal finance issues.~~

Other Duties and Responsibilities:

- ~~➤ When needed, oversees payroll and accounts payable processes for both CRPD and MRCA.~~
- ~~➤ Provides training to Accounting Assistant I/II staff.~~
- Researches and prepares schedules for payroll audits and special reports requested by auditors, MRCA administrators, and other public agencies.
- May be required to drive District or personal vehicle to deliver documents or make bank deposits.
- Performs related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

One (1) year of college or business school; one (1) year experience in the maintenance of payroll and related records; three (3) years of general ledger or full charge bookkeeping

experience with fund accounting knowledge; or an equivalent combination of education and experience.

Language Ability:

Ability to read and interpret accounting documents, operating and maintenance instructions, and procedure manuals, and government regulations. Ability to write routine reports and correspondence. Ability to effectively communicate business needs.

Math Ability:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages. Ability to apply concepts of basic accounting and finance.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses:

Valid California Driver's License.

Other required Skills:

Use of word processing and spreadsheet programs.

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing this job the employee is generally not exposed to hazardous environmental conditions. The noise level in the environment is moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

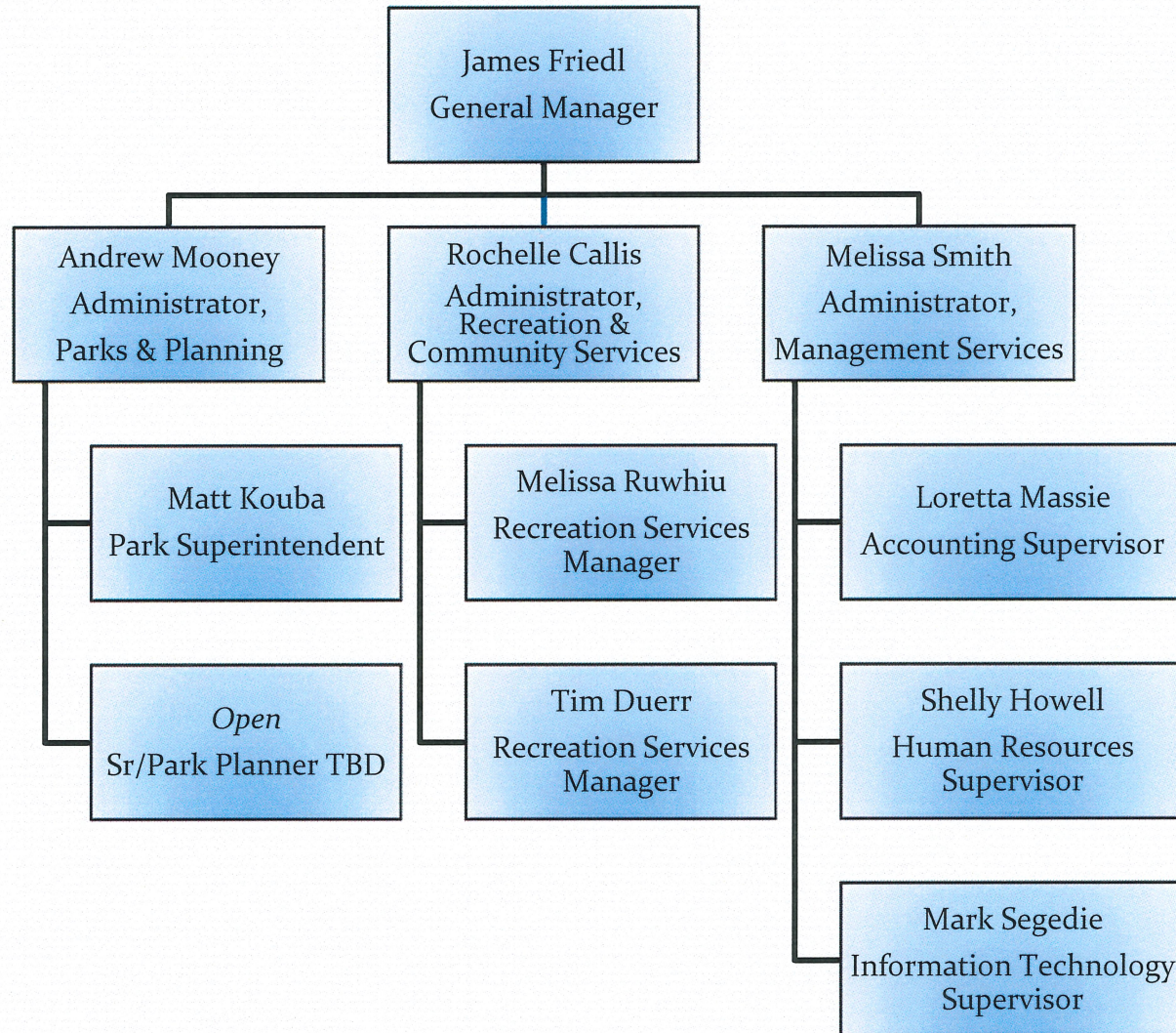
While performing the duties of this job the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand; walk; stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 10 pounds and occasionally 25 pounds. The vision requirements include close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

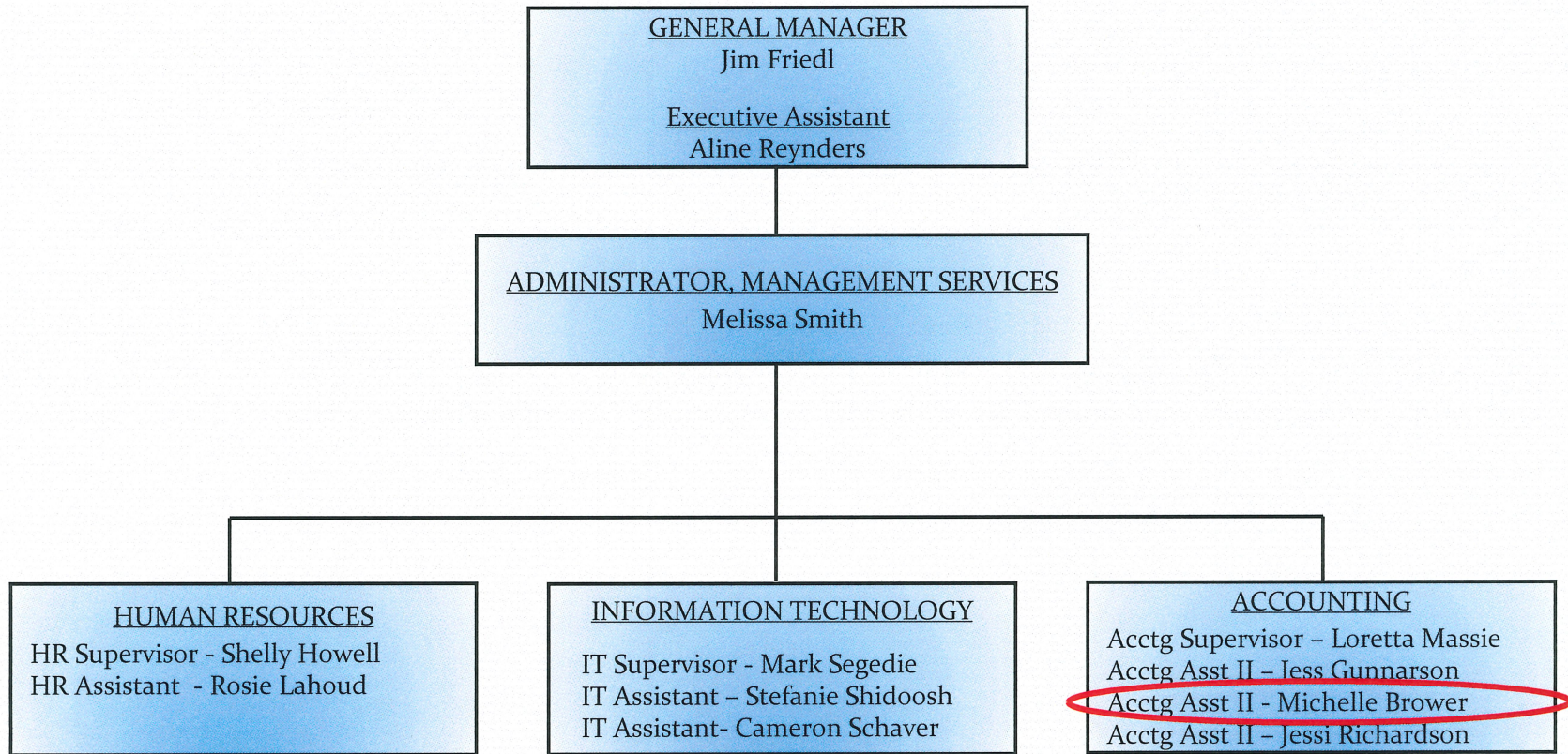
Title: Accounting Assistant III
JD1014 Reviewed 7/06 Revised 12/22

Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.

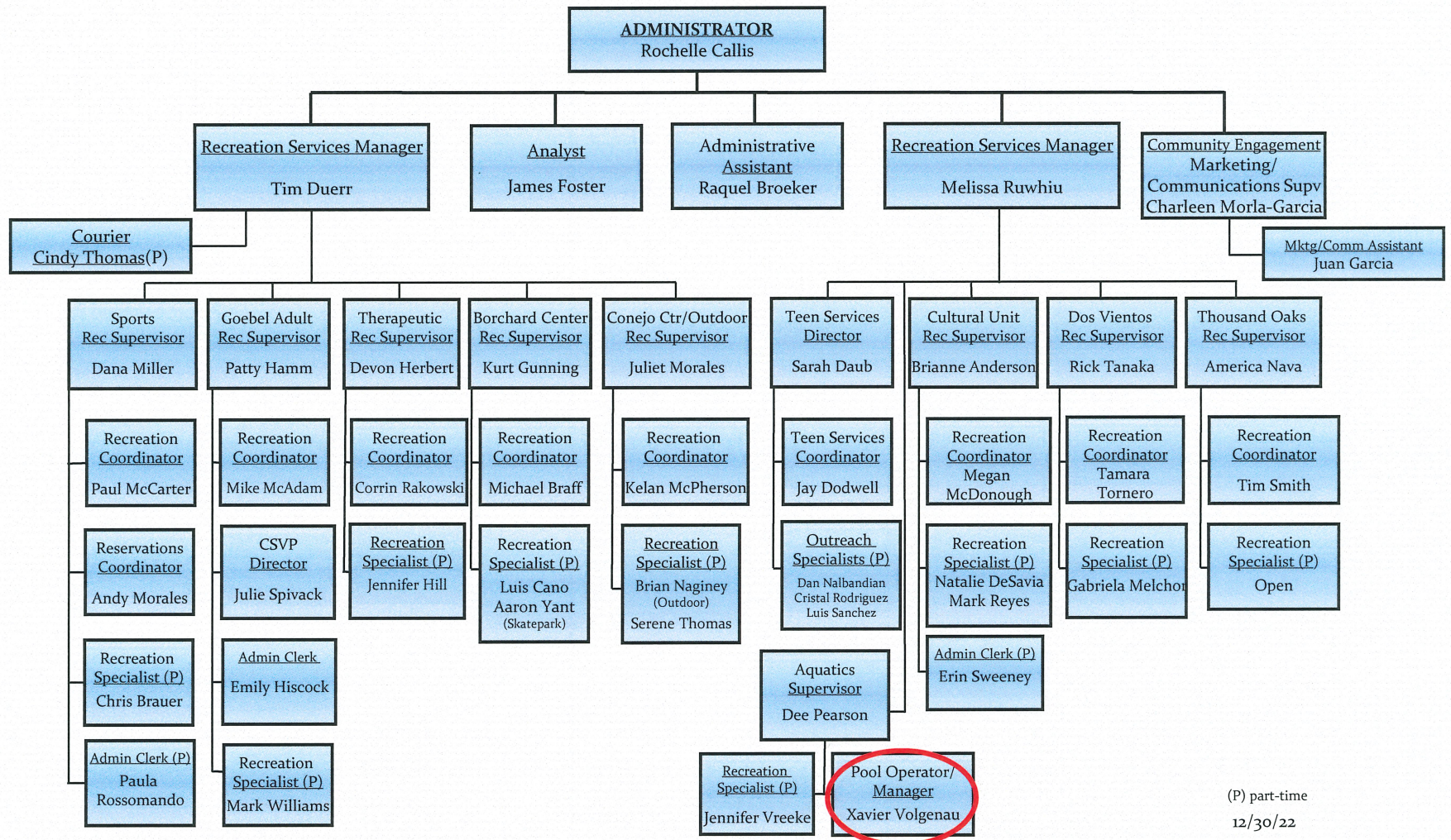
Meet the Management Team



ADMINISTRATION



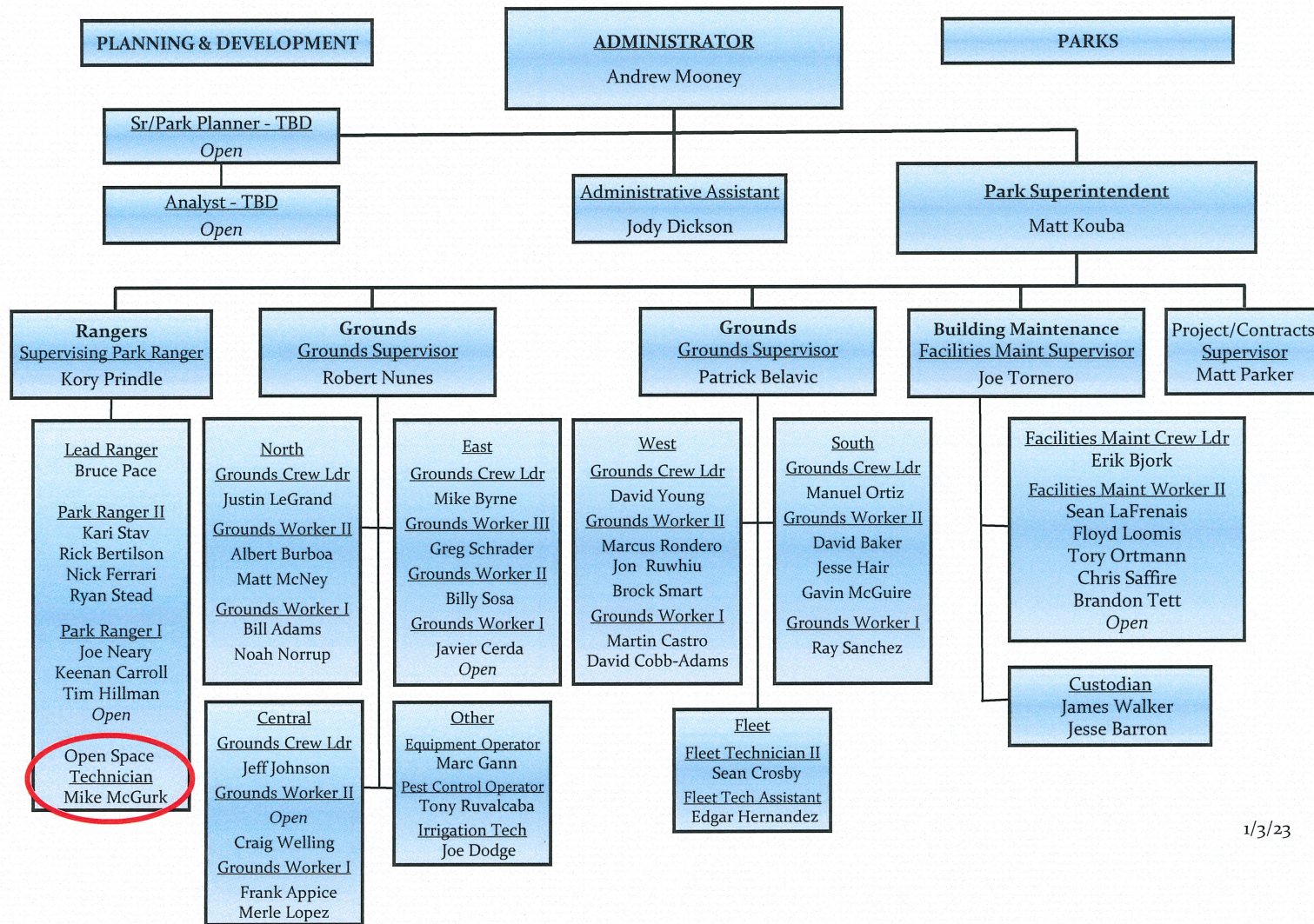
RECREATION AND COMMUNITY SERVICES



(P) part-time
12/30/22

Other Part-time staff vary by unit such as Sr Recreation Leaders, Recreation Leaders, Recreation Aides, Facility Attendants, Preschool Teachers, Lifeguards/Instructors

PARKS AND PLANNING



CONEJO RECREATION AND PARK DISTRICT
Salary Schedule effective 6/18/22
Full-Time Positions

POSITIONS	Range	Hourly	
		Low	High
Accounting Assistant I	33	21.99	27.49
Accounting Assistant II	37	24.28	30.35
Accounting Assistant III	41	26.81	33.52
Accounting Supervisor	60	48.25	60.31
Administrative Assistant	42	27.47	34.34
Administrative Clerk (full-time)	35	23.11	28.89
Administrator*	78	80.26	103.33
Analyst	55	37.90	47.38
CSVP (Conejo Senior Volunteer Program) Director	48	31.89	39.86
Custodian (Facilities Maintenance)	33	21.99	27.49
Equipment Operator	43	28.17	35.21
Executive Assistant	50	33.51	41.89
Facilities Maintenance Crew Leader	47	31.10	38.88
Facilities Maintenance Supervisor	57	39.84	49.80
Facilities Maintenance Worker II	43	28.17	35.21
Fleet Technician Assistant	35	23.11	28.89
Fleet Technician II	49	32.70	40.87
General Manager	GM	95.28	119.10
Grounds Crew Leader	45	29.58	36.97
Grounds Supervisor	57	39.84	49.80
Grounds Worker I	35	23.11	28.89
Grounds Worker II	39	25.53	31.91
Grounds Worker III	43	28.17	35.21
Human Resources Assistant	37	24.28	30.35
Human Resources Supervisor	60	48.25	60.31
Information Technology Assistant	35	23.11	28.89
Information Technology Supervisor	63	51.93	64.92
Information Technology Technician	41	26.81	33.52
Irrigation Technician	43	28.17	35.21
Lead Fleet Technician Assistant	39	25.53	31.91
Lead Ranger	47	31.10	38.88
Marketing/Communications Supervisor	57	39.84	49.80
Open Space Technician	33	21.99	27.49
Outreach Worker	48	31.89	39.86
Park Operations Analyst	55	37.90	47.38
Park Planner	57	39.84	49.80
Park Ranger I	39	25.53	31.91
Park Ranger II	45	29.58	36.97
Park Superintendent	63	51.93	64.92
Pest Control Operator	43	28.17	35.21

Revised as of 6/18/22 and adopted by the Board on 6/16/22

CONEJO RECREATION AND PARK DISTRICT
Salary Schedule effective 6/18/22
Full-Time Positions

POSITIONS	Range	Hourly	
		Low	High
Pool Operator/Manager	41	26.81	33.52
Project/Contracts Supervisor	57	39.84	49.80
Recreation Coordinator	48	31.89	39.86
Recreation Coordinator-Day Camps/Outdoor	48	31.89	39.86
Recreation Services Manager	63	51.93	64.92
Recreation Supervisor	57	39.84	49.80
Recreation Supervisor Aquatics	57	39.84	49.80
Recreation Therapist	41	26.81	33.52
Reservations Coordinator	37	24.28	30.35
Senior Park Planner	63	51.93	64.92
Supervising Park Ranger	57	39.84	49.80
Teen Services Director	57	39.84	49.80
Revised as of 6/18/22 and adopted by the Board on 6/16/22			

* This classification includes an additional grandfathered step applicable only to the current Parks & Planning incumbent