

POSTING IS REQUIRED

Classification Notice No. 1375

To: Agency Heads and Employees
From: Nita Henry, Executive Director
Date: December 5, 2012
Subject: Proposed Change to the Classification and Pay Plan

The proposed change amends the Classification and Pay Plan by changing the title and pay grade of Pool Supervisor (117-Z) to Pool Coordinator (607-C).

The Department of Parks and Recreation's Recreation Division requested that Career Service Authority (CSA) change the pay grade and classification title for Pool Supervisor. The growth of aquatics programming and the expanded hours of operation for recreation center pools has created an operational need for the Recreation Division to hire employees classified as Pool Supervisor in the position category of *full-time* as defined by Career Service Rule 5-33 (B) 1. Currently the pay grade for the Pool Supervisor classification is in the Community Rate Pay Schedule which is "applicable for classifications in the sports and entertainment field which do not have traditional year-round or seasonal schedules" (Career Service Rule 8-30 A). In order to allow the flexibility for the division to hire employees to perform this work in any position category (full-time, part-time or on-call), it is proposed to move the classification to a non-exempt salary schedule.

Additionally, it is proposed to change the title of the classification from Pool Supervisor to Pool Coordinator. The use of the word supervisor in a classification title has a certain distinction within the city's classification and pay plan. Typically, supervisory classifications are designated to perform the full scope of supervisor duties and operate at a level within the organization's structure that is just below management. The Recreation Division's classification that operates at that level is the Recreation Supervisor, which is the position the Pool Supervisor reports to currently. It is more consistent with the titling schemes in the classification and pay plan and the Recreation Divisions position hierarchy to title the position Pool Coordinator.

**REVISED CLASS SPECIFICATION INCLUDING
TITLE & PAY GRADE CHANGE**

<u>Current Job Code:</u>	<u>Proposed Job Code</u>	<u>Current Title:</u>	<u>Proposed Title:</u>
RG2403	CC2741	Pool Supervisor	Pool Coordinator
<u>Current Pay Grade & Range</u>		<u>Proposed Pay Grade & Range</u>	
117-Z (\$13.31 - \$18.23)		607-C - (Annual Range \$26,097 - \$38,102) (Hourly Range \$12.55 - \$18.32)	

Per Career Service Rule 7-37 A – "If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting re-allocations shall be the beginning of the first work week following approval by the Board."

The Career Service Executive Personnel Director shall provide those appointing authorities who are affected with a draft of proposed changes in the plan, and notice shall be posted on appropriate bulletin boards at least thirteen calendar days from the date of this notice.

Public Notice of Changes:

The scheduled time for the public hearing is **Thursday December 20, 2012 9:00 a.m.** in the CSA Board Room, Room 4.I.4, Webb Municipal Building, 201 West Colfax Avenue.

Note: Please submit any questions or comments on this proposal in writing to Bruce Backer bruce.backer@denvergov.org, Career Service Authority, in care of Alena Martinez alena.martinez@denvergov.org by 8:00 a.m. on **Wednesday, December 19, 2012**. Please include a contact name and phone number so that we may respond directly.

If anyone wishes to be heard by the Board on this item, please call Frances Trujillo frances.trujillo@denvergov.org at (720) 913-5168 no later than noon on **Tuesday, December 18, 2012**.

CHANGES IN THE CLASSIFICATION AND PAY PLAN
DECEMBER 20, 2012

PAY GRADE AND TITLE CHANGE

<u>Current Job Code</u> RG2403	<u>Proposed Job Code</u> CC2741	<u>Current Classification Title</u> Pool Supervisor	<u>Proposed Classification Title</u> Pool Coordinator
<u>Present Pay Grade</u> 117-Z (\$13.31 - \$18.23)	<u>Proposed Pay Grade</u> 607-C (Annual Range \$26,097 - \$38,102) (Hourly Range \$12.55 - \$18.32)		
<u>Supervisory Level:</u> 2 - Lead worker	<u>EEO Code:</u> 8 – Service/Maintenance	<u>Medical Group:</u> M –Medium Physical	<u>FLSA:</u> Non-Exempt

Synopsis:

The Department of Parks and Recreation’s Recreation Division requested that Career Service Authority (CSA) change the pay grade and classification title for Pool Supervisor. The growth of aquatics programming and the expanded hours of operation for recreation center pools has created an operational need for the Recreation Division to hire employees classified as Pool Supervisor in the position category of *full-time* as defined by Career Service Rule 5-33 (B) 1. Currently the pay grade for the Pool Supervisor classification is in the Community Rate Pay Schedule which is “applicable for classifications in the sports and entertainment field which do not have traditional year-round or seasonal schedules” (Career Service Rule 8-30 A). In order to allow the flexibility for the division to hire employees to perform this work in any position category (full-time, part-time or on-call), it is proposed to move the classification to a non-exempt salary schedule.

Additionally, it is proposed to change the title of the classification from Pool Supervisor to Pool Coordinator. The use of the word supervisor in a classification title has a certain distinction within the city’s classification and pay plan. Typically, supervisory classifications are designated to perform the full scope of supervisor duties and operate at a level within the organization’s structure that is just below management. The Recreation Division’s classification that operates at that level is the Recreation Supervisor, which is the position the Pool Supervisor reports to currently. It is more consistent with the titling schemes in the classification and pay plan and the Recreation Divisions position hierarchy to title the position Pool Coordinator.

Pay Rationale:

Market survey data was used to determine the appropriate pay grade for the Pool Supervisor. Survey data from the Mountain States Employers Council, Inc (MSEC) 2012 Public Employers’ Survey provided two matches for the duties of this position; one specifically seasonal and the other for the same duties performed on a year-round basis. The pay rates for both matches were blended for the Denver/Metro Area to determine the average market rate.

The average actual pay rate for the market is \$15.14 per hour, which corresponds to the midpoint of pay grade 607-C (\$12.55 - \$18.32), which is \$15.43 per hour. This provides a percent difference of 1.9 %.

It is recommended to place the Pool Supervisor in the C - Clerical and Support Services Occupational group because the position performs supportive and/or supervisory duties to oversee daily pool operations and carries out program plans and schedules previously developed by higher level positions. This is most consistent with the definition of the C – Clerical and Support Services occupational group.

Employee Impact:

No employee impact. All current employees in this classification are paid at a rate within the proposed pay range.

Budget Impact:

There is no budget impact.

Organizational Data:

This class will continue to be utilized in Denver Parks and Recreation’s Recreation Division. The reporting structure will remain consistent with their current operations.

Proposed Effective Date:

Per Career Service Rule 7-37 A – “If it is determined, as a result of an audit or maintenance study, that changes to the classification and pay plan are necessary, the effective date of any resulting reallocations shall be the beginning of the first work week following approval by the Board.”



Career Service Authority

Pool Coordinator

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GENERAL STATEMENT OF CLASS DUTIES

Provides supervision over lifeguards, advanced lifeguards and other pool personnel involved in the operation and maintenance of a municipal swimming pool.

DISTINGUISHING CHARACTERISTICS

This position performs supervisory duties under general supervision over employees performing lifesaving duties. This class is distinguished from Advanced Lifeguard who performs duties that are routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Guidelines, Difficulty and Decision Making Level:

Guidelines are generally but not always clearly applicable, requiring the employee to exercise judgment in selecting the most pertinent guideline, interpret precedents, adapt standard practices to differing situations, and recommend alternative actions in situations without precedent.

Duties assigned are generally complex and may be of substantial intricacy. Work assignment is performed within an established framework under general instructions but requires simultaneous coordination of assigned functions or projects in various stages of completion.

Employee is responsible for determining time, place, and sequence of actions to be taken. Unusual problems or proposed deviations from guidelines, practices, or precedents may be discussed with the supervisor before being initiated.

Level of Supervision Received and Quality Review:

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness, and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communications and Purpose:

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

Level of Supervision Exercised:

Performs lead work over two or more employees.

ESSENTIAL DUTIES

Coordinates recreational, instructional and competitive swimming programs.

Develops or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Documents performance, provides performance feedback and formally evaluates the work of the employee.

Provides reward and recognition for proper and efficient performance.

Resolves problems encountered during daily operations and determines appropriate solutions.

Responds orally to informal grievances and relays information to the supervisor.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Coordinates and facilitates (delivers) weekly in-service safety training for employees that includes reviews of emergency action plans.

Reconciles daily cash transactions, prepares and delivers bank deposits, maintains accurate accounting of money, and completes cash reporting paperwork.

Patrols pool and oversees the enforcement of safety regulations.

Recognizes, responds and rescues distressed swimmers and performs CPR (Cardiopulmonary resuscitation) and First Aid when appropriate.

Tests and monitors water for pH, chlorine, and alkalinity levels and prepares appropriate paperwork for public record.

Monitors water filtrations system and prepares necessary maintenance requests.

Conducts on-site coordination for swim meets and exhibitions.

Prepares a variety of paperwork as required.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

MINIMUM QUALIFICATIONS

Competencies, Knowledge, and Skills Requirements:

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Interpersonal Skills - Considers and responds appropriately to the needs, feelings, and capabilities of others; adjusts approaches to suit different people and situations.

Technical Competence – uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Integrity/Honesty – Contributes to maintaining the integrity of the organization, displays high standards of ethical conduct, understands the impact of violating these standards on an organization, self, and others, and is trustworthy.

Customer Service – Works with customers to assess needs, provide assistance, resolve problems, satisfy expectations; knows products and services; is committed to providing quality products and services.

Flexibility - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with pressure and ambiguity.

Leading a Diverse Workforce – Implements diversity policies for subordinate staff; supports opportunities to develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

Knowledge of rules and regulations of water sports contests sufficient to be able to develop and coordinate competitive swimming activities for the community recreation center.

Knowledge of supervisory principles and practices sufficient to be able to perform a variety of lead work functions.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Knowledge of the principles and practices of water safety, resuscitation and first aid sufficient to be able to assist participants from dangerous situations.

Knowledge of training techniques sufficient to be able to train others in the work of the area.

Knowledge of swimming pool maintenance and operations sufficient to be able to operate filtration systems and maintain sanitation standards.

Knowledge of basic mathematics sufficient to be able to perform simple computations.

Knowledge of water filtration systems.

Skill in communicating and presenting factual information related to work assignments.

Skill in filling out forms and completing paperwork related to the work assignment.

Physical Demands (Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs):

Sitting: remaining in the normal seated position.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Eye/hand/foot coordination: performing work through using two or more.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

Working Environment:

Exposure to extreme cold: temperature cold enough to cause marked bodily discomfort.

Exposure to extreme heat: temperature hot enough to cause bodily discomfort.

Exposure to frequent contact with water or other liquid.

Exposure to humid conditions with high moisture content.

Exposure to odors and pool chemicals.

Education Requirement:

Graduation from high school or possession of a GED Certificate.

Experience Requirement:

Three seasons of experience of the type and at the level of a lifeguard and swim instructor.

Education/Experience Equivalency:

A combination of appropriate education and experience may be substituted for the minimum experience requirement.

Licensure and/or Certification:

Possession of American Red Cross certifications in Lifeguard Training, First Aid, (adult/infant/child), CPR/PR (Cardiopulmonary resuscitation for the Professional Rescuer), AED (Automatic External Defibrillator), BPT (Bloodborne pathogens Training) and O2 (Oxygen Administration) at the time of application.

CLASS DETAIL

FLSA CODE: Non-Exempt

ESTABLISHED DATE: 09/16/1995

REVISED DATE: 12/xx/2012

REVISED BY: Meredith Creme

CLASS HISTORY 03/2010 - Essential Duties revised, additional competencies, knowledge and skills requirements added, and experience and licensure requirements updated.

12/2012 – Title and pay grade change.