

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Approval of Ordinance No. 417 to Reclassify a Position Within the City's Classification and Compensation Plan
<b>DEPARTMENT:</b>	Human Resources
<b>PRESENTED BY:</b>	Marci Wright, Human Resources Director Dick Deal, Parks, Recreation and Cultural Services Director

**ISSUE STATEMENT:** The Parks, Recreation and Cultural Services Department has recently reviewed the operations in its Recreation Division. As part of this review, the Department has identified that one of its existing Recreation Assistant II positions is required to perform significantly higher level duties on an on-going basis: the Recreation Assistant II assigned to the Shoreline Pool. This position functions as the assistant pool manager on a day to day basis and the responsibilities of assisting with the pool management including the size of the staff demand skills and knowledge beyond that required of our current Recreation Assistant II classification. None of the other three Recreation Assistant II positions have comparable facility and staff management responsibilities.

In order to appropriately compensate for these assistant pool manager tasks, the Department is seeking to reclassify the incumbent to a new classification, Recreation Assistant III. This new classification would expand the current Recreation Assistant series to add a third level to reflect the higher level duties connected with assisting with the pool operation and staff management.

**ANALYSIS:** Reclassifying the Recreation Assistant II serving as assistant pool manager to Recreation Assistant III results in:

1. On site manager of facility and staff when the manager is absent
2. Increased administrative support for the Pool Manager assisting in preparation of time cards and supervisory responsibility of employees. Currently there are four regular part-time employees and between twenty-five to forty extra help employees at the pool
3. The new position requires additional certifications to meet pool safety and health standards. These certifications will allow this position to conduct in-house training of staff
4. Ability to assist the Pool Manager in the development of aquatic policies and procedures
5. Assistance to the Pool Manager with annual budget preparation

As a result, we recommend the creation of a new classification: Recreation Assistant III. We are further recommending this new classification be assigned to Salary Range 35, which is 10% above the Recreation Assistant II classification (Range 31). The 10%

difference between salary ranges is consistent with the general guidelines in our compensation and salary plan of 10% between classifications in a series.

**FINANCIAL IMPACT:** The 2006 cost to implement this reclassification is estimated to be \$4,500 and can be absorbed within the Recreation Division budget.



### **RECOMMENDATION**

Staff recommends that Council adopt Ordinance No. 417 reclassifying the Recreation Assistant II serving as assistant pool manager to the new classification of Recreation Assistant III and adding this new classification to the City of Shoreline Classification and Compensation Plan.

### **ATTACHMENTS**

Attachment A – Ordinance No. 417 Creating a New Classification Entitled Recreation Assistant III in the Parks, Recreation and Cultural Services Department, Reclassifying an Incumbent Recreation Assistant II (Serving as Assistant Pool Manager) to this New Classification and Amending Ordinance No. 416, By Amending The 2006 Non-Exempt Salary Table To Add This Classification

Attachment B – Recreation Assistant III classification specification

Approved By: City Manager  City Attorney 

**ORDINANCE NO. 417**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, CREATING A NEW CLASSIFICATION, ENTITLED RECREATION ASSISTANT III IN THE PARKS, RECREATION AND CULTURAL SERVICES DEPARTMENT, RECLASSIFYING AN INCUMBENT RECREATION ASSISTANT II (SERVING AS ASSISTANT POOL MANAGER) TO THIS NEW CLASSIFICATION AND AMENDING ORDINANCE NO. 416, BY AMENDING THE 2006 NON-EXEMPT SALARY TABLE TO ADD THIS CLASSIFICATION**

WHEREAS, Ordinance No. 416 amended the 2006 Final Budget for the City of Shoreline (hereafter "2006 Budget"); and

WHEREAS, City staff have determined it is appropriate to create a new classification entitled Recreation Assistant III and to reclassify the incumbent Recreation Assistant II serving as assistant manager of the Shoreline Pool to this new classification; and

WHEREAS, a salary range should be set which is commensurate with the new classification; and

WHEREAS, the position shall continue to work in the Parks, Recreation and Cultural Services Department and no amendments to the Department's 2006 budget are needed;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment to the 2006 Budget.** The Non-Exempt Salary Table of the 2006 Budget as adopted by Ordinance 404 as amended is further amended as follows:

A new classification designated "Recreation Assistant III" is added to Range 35 of the 2006 Exempt Salary Table.

**Section 2. Effective date.** A summary of this ordinance consisting of its title shall be published in the official newspaper of the City and the ordinance shall take effect and be in full force five (5) days after the date of publication.

**PASSED BY THE CITY COUNCIL ON APRIL 24, 2006.**

\_\_\_\_\_  
Robert Ransom, Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Scott Passey  
City Clerk

\_\_\_\_\_  
Ian Sievers  
City Attorney

Date of Publication:  
Effective Date:

## City of Shoreline

## Range Placement Table

2.5% Between Ranges; 4% Between Steps

## Salary Table 02 - NON-EXEMPT

EFFECTIVE JANUARY 1, 2006

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
1	Lifeguard/Instructor II	Hourly	8.07	8.40	8.73	9.07	9.44	9.82
2		Hourly	8.28	8.60	8.94	9.30	9.66	10.05
3		Hourly	8.47	8.81	9.17	9.53	9.91	10.31
4		Hourly	8.68	9.04	9.39	9.77	10.16	10.57
5		Hourly	8.90	9.26	9.64	10.02	10.42	10.83
6		Hourly	9.13	9.48	9.87	10.26	10.68	11.10
7		Hourly	9.37	9.73	10.12	10.53	10.95	11.39
8		Hourly	9.60	9.98	10.37	10.80	11.22	11.67
9		Hourly	9.83	10.23	10.63	11.06	11.51	11.97
10		Hourly	10.09	10.49	10.90	11.34	11.79	12.26
11		Hourly	10.32	10.75	11.18	11.62	12.09	12.57
12		Hourly	10.58	11.01	11.46	11.91	12.39	12.89
13		Hourly	10.86	11.29	11.74	12.22	12.70	13.21
14		Hourly	11.13	11.57	12.04	12.52	13.02	13.54
15		Hourly	11.40	11.86	12.33	12.83	13.34	13.87
16		Hourly	11.70	12.17	12.65	13.15	13.68	14.23
17		Hourly	11.99	12.46	12.96	13.48	14.03	14.58
18	Senior Lifeguard	Hourly	12.28	12.77	13.28	13.81	14.37	14.95
19		Hourly	12.58	13.09	13.61	14.16	14.72	15.31
20		Hourly	12.90	13.42	13.95	14.52	15.10	15.70
21		Hourly	13.22	13.75	14.31	14.88	15.47	16.10
22		Hourly	13.56	14.10	14.66	15.26	15.86	16.50
23		Hourly	13.90	14.45	15.03	15.63	16.26	16.91
24		Hourly	14.25	14.81	15.41	16.02	16.66	17.33
25		Hourly	14.59	15.18	15.79	16.43	17.08	17.76
26		Hourly	14.96	15.56	16.18	16.83	17.50	18.21

## City of Shoreline

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EFFECTIVE JANUARY 1, 2006

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
27	Teen Program Assistant Recreation Assistant I	Hourly	15.34	15.95	16.60	17.27	17.95	18.66
28		Hourly	15.73	16.36	17.01	17.69	18.40	19.13
29	Administrative Assistant I	Hourly	16.12	16.77	17.44	18.13	18.86	19.61
30		Hourly	16.52	17.18	17.87	18.59	19.32	20.10
31	Recreation Assistant II Parks Maintenance Worker I	Hourly	16.93	17.62	18.32	19.05	19.81	20.60
32	Public Works Maintenance Worker I	Hourly	17.36	18.06	18.78	19.52	20.31	21.12
33	Finance Technician Administrative Assistant II	Hourly	17.80	18.51	19.24	20.02	20.81	21.65
34	Technical Assistant	Hourly	18.24	18.97	19.73	20.52	21.33	22.19
35	Capital Projects Technician Accounts Payable/Payroll Technician Parks Maintenance Worker II Recreation Assistant III	Hourly	18.69	19.44	20.21	21.03	21.87	22.74
36		Hourly	19.17	19.93	20.73	21.55	22.41	23.31
37	Administrative Assistant III Public Works Maintenance Worker II	Hourly	19.63	20.42	21.24	22.09	22.97	23.89
38	Payroll Officer	Hourly	20.12	20.92	21.76	22.63	23.55	24.48
39	Senior Parks Maintenance Worker Facilities Maintenance Worker II	Hourly	20.62	21.45	22.32	23.20	24.14	25.09
40	Project Inspector I Engineering Technician	Hourly	21.14	22.00	22.87	23.79	24.74	25.73
41	CRT Representative Surface Water Quality Specialist	Hourly	21.68	22.55	23.45	24.39	25.35	26.37
42	Deputy City Clerk Sr. Public Works Maintenance Worker Records and Information Manager	Hourly	22.22	23.11	24.03	24.99	25.98	27.03
43	Environmental Educator Right-of-Way Inspector Lead CRT Representative	Hourly	22.78	23.69	24.63	25.62	26.64	27.71
44	Code Enforcement Officer Plans Examiner I	Hourly	23.34	24.28	25.25	26.25	27.31	28.39

## City of Shoreline

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EFFECTIVE JANUARY 1, 2006

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
45	Planner II	Hourly	23.92	24.88	25.88	26.92	27.99	29.12
46	Recreation Coordinator Project Inspector II	Hourly	24.52	25.51	26.53	27.58	28.69	29.84
47	Computer/Network Specialist	Hourly	25.15	26.15	27.20	28.28	29.41	30.59
48	Plans Examiner II Combination Inspector	Hourly	25.77	26.80	27.87	28.99	30.14	31.35
49	Facilities Supervisor	Hourly	26.42	27.47	28.57	29.71	30.90	32.13
50		Hourly	27.07	28.15	29.28	30.45	31.67	32.94
51		Hourly	27.74	28.86	30.01	31.21	32.46	33.76
52	Plans Examiner III	Hourly	28.45	29.59	30.77	32.00	33.28	34.61
53		Hourly	29.16	30.32	31.54	32.81	34.12	35.48
54		Hourly	29.88	31.08	32.32	33.62	34.97	36.36
55		Hourly	30.63	31.86	33.14	34.46	35.84	37.28
56		Hourly	31.41	32.66	33.96	35.32	36.73	38.21
57		Hourly	32.19	33.48	34.82	36.21	37.65	39.17
58		Hourly	32.99	34.31	35.68	37.11	38.60	40.14
59		Hourly	33.82	35.18	36.58	38.04	39.57	41.14
60		Hourly	34.66	36.05	37.49	38.99	40.55	42.17
61		Hourly	35.54	36.96	38.43	39.97	41.57	43.24
62		Hourly	36.42	37.89	39.40	40.98	42.61	44.31
63		Hourly	37.32	38.82	40.37	41.99	43.67	45.42
64		Hourly	38.27	39.79	41.39	43.05	44.76	46.56
65		Hourly	39.21	40.79	42.42	44.11	45.88	47.72
66		Hourly	40.20	41.80	43.48	45.22	47.03	48.91
67		Hourly	41.21	42.86	44.57	46.36	48.21	50.13
68		Hourly	42.23	43.92	45.67	47.50	49.41	51.38
69		Hourly	43.29	45.02	46.82	48.70	50.64	52.67
70		Hourly	44.37	46.14	48.00	49.92	51.92	53.99

City of Shoreline

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EFFECTIVE JANUARY 1, 2006

Range	Title	Hourly Rate	Min Step 1	Step 2	Step 3	Step 4	Step 5	Max Step 6
71		Hourly	45.48	47.30	49.20	51.16	53.20	55.33
72		Hourly	46.63	48.49	50.43	52.45	54.54	56.72
73		Hourly	47.79	49.70	51.69	53.76	55.90	58.14
74		Hourly	48.98	50.93	52.98	55.10	57.31	59.59
75		Hourly	50.21	52.22	54.30	56.48	58.74	61.08



# CITY OF SHORELINE

## RECREATION ASSISTANT III

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **DEFINITION**

To assist in planning and implementing City recreation programs, primarily in the areas of aquatics program and facility management;. provide administrative support to recreation programs, prepare recreational facilities for participant use, and provide supervision of recreation programs and special events.

### **DISTINGUISHING CHARACTERISTICS**

This is the advanced journey level class in the Recreation Assistant series. Employees within this class are distinguished from the Recreation Assistant II by the responsibility of serving as assistant manager to the Recreation Coordinator II managing the aquatic facility. Employees perform the most difficult and responsible types of duties assigned to classes within this series including supervising regular staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility and to work independently

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Recreation Coordinator II  
Supervises lower level staff..

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

### **Essential Functions:**

1. Assist the Recreation Coordinator II in planning and implementing recreation programs in the areas of aquatics, and overall operation of an aquatic facility for public use.
2. Prepare recreational facilities for use; ensure that appropriate equipment is available for classes and events; set up and take down equipment.
3. Supervise staff, including interviewing, selecting, coaching and evaluating staff, as assigned
4. Assist with the day to day management of a recreation facility, including scheduling staff and programs to maximize use and meet the needs of the aquatic facility's customers.
5. Oversee orientation and training of all aquatics staff, including providing training as needed. (strike)
6. Perform a variety of administrative tasks in support of recreation programs; receive program registrations, collect fees and document cancellations; maintain waiting lists for recreation programs, classes and activities as needed; explain registration requirements to the general public.
7. Assist in monitoring and evaluating recreation programs; develop recommendations for Recreation Coordinator II concerning program improvements and enhancements; ensure the evaluation process for recreation programs is completed.
8. Assist in the development and implementation of recreation program and facility goals, objectives, policies and priorities; draft operation policies and procedures; implement resulting policies and procedures.
9. Maintain and monitor the use of recreational facilities, including adherence to all applicable safety and facility rules and regulations

10. Operate office equipment to perform administrative tasks including computers and supporting software applications, copiers, fax machines and telephones.
11. Maintain attendance reports, activity logs, incident/accident reports and related records.

**Marginal Functions:**

1. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive City recreation program.  
 Methods and techniques of staff supervision.  
 Operation of recreation/aquatic facility  
 Principles and practices of recreation program development and implementation.  
 Principles, methods and techniques of instruction in assigned areas.  
 Methods and techniques of planning, organizing and supervising recreation activities.  
 Methods and techniques of scheduling.  
 Occupational hazards and standard safety practices.  
 Pertinent Federal, State and local codes, laws and regulations.  
 A wide variety of recreation facilities, including daily operations and equipment.  
 Rules, practices, techniques and equipment used in a wide range of recreation activities.  
 Principles and procedures of record keeping.  
 Modern office procedures, methods and equipment including computers and software.

**Ability to:**

Design and develop daily curricula for assigned program areas.  
 Assist in the development and implementation of recreation programs for all ages and ability levels..  
 Supervise and evaluate employees.  
 Provide day to day supervision of a recreation/aquatic facility.  
 Provide staff training and instruction  
 Lead program participants in recreational activities in assigned areas.  
 Assist in promoting recreation activities in the community.  
 Provide recreation program information to instructors, leaders and the general public.  
 Plan, organize and supervise assigned recreation activities.  
 Assist in program monitoring and evaluation.  
 Establish and maintain safe recreational environments.  
 (strike)Assist in program monitoring and evaluation.  
 Maintain pool chemistry and filtration equipment.  
 Respond to requests and inquiries from the general public.  
 Work independently in the absence of supervision.  
 Lead extra help staff  
 Assist in operating and maintaining recreation facilities including the indoor aquatic facility.  
 Set up and take down equipment for recreation programs and special events.  
 Maintain accurate records and files.  
 Operate office equipment including computers and supporting word processing and spreadsheet applications.  
 Understand and follow oral and written instructions.  
 Communicate clearly and concisely, both orally and in writing.  
 Establish and maintain effective working relationships with those contacted in the course of work.  
 Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

## **QUALIFICATIONS**

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Three years of increasingly responsible experience working in sports or recreation programs, including experience working in an aquatics facility.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in recreation, education, social services or a related field.

#### **License/Certificate:**

Possession of current first aid/CPR certification

Possession of valid Washington State Driver's License

Possession of lifesaving and WSI certificates      Prefer Pool Operator certificate

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office and indoor/outdoor recreational facility environment; travel from site to site; exposure to computer screens, potentially hazardous chemicals, inclement weather conditions; may work in or with water; may work on slippery or uneven surfaces. Schedule may include evening and weekend hours

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, and for performing pool rescues; moderate or light lifting and carrying; operating motorized vehicles; may operate pool equipment; near visual acuity for performing administrative tasks on a computer.

#### **Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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