

City of Placerville
M E M O R A N D U M

DATE: January 9, 2007

TO: City Council

FROM: Steve Youel, Director of Community Services

SUBJECT: **ADOPTION OF AQUATICS JOB DESCRIPTIONS**

RECOMMENDATION

That the City Council adopt a resolution approving the following Aquatics job descriptions: 1) Office Assistant, 2) Lifeguard, 3) Instructor/Guard, 4) Swim Team Coach/Guard, 5) Assistant Head Swim Team Coach, 6) Head Swim Team Coach, 7) Assistant Pool Manager, 8) Pool Manager, and 9) Aquatics Coordinator.

BACKGROUND/DISCUSSION

Recent State of California legislation raised the hourly minimum wage from \$6.75 to \$7.50 effective January 1, 2007. In anticipation of this increase, City Council revised the Department of Community Services part-time/seasonal pay scale. As part of this revision, Staff committed to bring amended job descriptions before Council prior to positions being advertised. Staff is now planning to advertise summer positions within the Aquatics Division.

As Staff experienced during the summer of 2006, the operation of the Placerville Aquatic Center has greatly increased the level of responsibilities for employees within the Aquatics Division. With all of the new responsibilities, Staff has closely reviewed the existing job descriptions for part-time seasonal Aquatics employees and is recommending revisions that reflect these additional duties. In addition, Staff recommends combining some positions and adding new part-time Aquatics positions to assist in the re-organization and smooth operation of both the Placerville Aquatic Center and the El Dorado High School Pool.

The additional part-time positions recommended by Staff will provide better organizational structure, more specific definitions for each position, and a clearer division of responsibilities (see attached Organizational Chart and Job Descriptions). Staff is proposing the following revised part-time aquatics positions:

- **Office Assistant:** An entry-level position whose responsibilities include front-line customer service. This person will be responsible for handling cash receipts totaling over \$1,000 daily and providing administrative and clerical support to Pool Managers, Coaches, Aquatics Coordinator, and Aquatics Supervisors.
- **Lifeguard:** An entry-level position whose responsibilities primarily include lifeguarding and assisting swim instructors in the water with swimming lessons.

- **Instructor/Guard:** An intermediate lifeguard position, usually requiring one or more seasons of prior guarding experience. An entry-level instructor position, usually requiring one or more seasons of prior swim aide experience.
- **Swim Team Coach/Guard:** An intermediate lifeguard position, usually requiring one or more seasons of prior guarding experience. An entry-level coaching position, usually requiring one or more seasons of prior swim aide or swim instructor experience.
- **Head Swim Team Coach:** A position that supervises the safety and operation of the competitive swimming program and swim activities. This position usually requiring three or more years of coaching experience.
- **Assistant Pool Manager:** A position that assists in planning, organizing and supervising swimming activities. This position usually requires two years life guarding experience.
- **Pool Manager:** A management position that organizes and supervises swimming activities, trains, evaluates and supervises lifeguards, instructors and other staff assigned to work at the pool. This usually requires two years assistant management experience.

Staff is also proposing the following new part-time aquatics positions:

- **Assistant Head Swim Team Coach:** An advanced coaching position requiring superior competitive swimming technical knowledge and two or more seasons of coaching experience. Additional responsibilities will include swim meet coordination, staff training, and staff supervision.
- **Aquatics Coordinator:** A six-month seasonal management position whose primary responsibilities include coordinating pre-season staff training, coordination of Ellis & Associates Life Guarding Program, swimming lesson coordination, staffing coordination and on-site program support for swim team and aquatics programs. The growth of the Aquatics Program, increased staff size, implementation of the Ellis & Associates Life Guarding Program, and increased facility tasks have greatly increased administrative program responsibilities. During a typical summer season, our two part-time Recreation Supervisors work a total of 60-70 hours per week in Aquatics. In the past, Pool Managers have been utilized to assist with the increased workload, requiring them to leave the pool deck. The additional Coordinator position would eliminate one Pool Manager Position. The Coordinator would be employed 40 hours per week during the summer months and 10-25 hours per week during the off-season (mid-March through May and mid-August through September).

FISCAL IMPACT

The fiscal impact of these proposed changes were addressed as part of the adjustment in the part-time pay rates that were approved by the City Council on December 12, 2006, therefore there is no fiscal impact associated with this recommendation.

Attachments - Organizational Chart, Job Descriptions

Steve Youel
Director of Community Services

Approved for Submittal to City Council:

Reviewed for Fiscal Analysis:

John Driscoll, City Manager/Attorney

Dave Warren, Director of Finance