

**AUBURN AREA RECREATION AND PARK DISTRICT MEETING OF THE
PROGRAM, PERSONNEL, POLICY, FEE & LEGAL REVIEW COMMITTEE AGENDA**
WEDNESDAY, AUGUST 23, 2023, 12:30 PM
CANYON VIEW COMMUNITY CENTER, BOARD ROOM
AUBURN, CA

Materials related to an item on this Agenda submitted to the District after distribution of the agenda packet are available for public inspection by contacting the District Administrator at kmuscott@auburnrec.com or by calling (530) 537-2186 (M-F).

The public may participate in the meeting in-person or through Zoom. The link for this meeting is <https://us06web.zoom.us/j/87595962508>. The public can use this link and/or call 1 669 900 6833 Webinar ID: 875 9596 2508 to participate.

People using the Zoom website will be able to see and hear the Committee, and the Committee will be able to hear the public. The Committee will not receive any visual/video from the public. This is done to avoid inappropriate visual content at the meeting.

Questions and comments can be sent via email to the District Administrator no later than one hour before the meeting. These emails will be read aloud at the meeting and responded to accordingly. Emails can be sent during the meeting, and staff will work to ensure that all are read, however the best way to have your comment heard is through the Zoom meeting or the associated phone number.

If you are a person with a disability and need an accommodation to participate in the District's programs, services, activities, and meetings, contact Kahl Muscott at (530) 537-2186 or kmuscott@auburnrec.com at least 48 hours in advance to request an auxiliary aid or accommodation.

1.0 CALL TO ORDER

Ainsleigh _____ Holbrook _____

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

3.0 PUBLIC COMMENT – This is the time wherein any person may comment on any item not on the agenda within the subject matter jurisdiction of the Committee Chairperson, please state your name and address for the record (optional). There is a time limitation of three minutes.

4.0 BUSINESS

4.1 Approval of Minutes from the July 19, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting (Pages 3-4)

Recommendation: Review and approve minutes.

4.2 Approval of Legal Bills

None.

4.3 Job Description update for Youth Services Director Position (Pages 5-14)

Shall the Auburn Area Recreation and Park District (ARD) change the job description for the Youth Services Site Director, including an increase in the pay range for this position and update the Youth Services Associate Site Director's language only as of July 30, 2023?

Discussion items:

None.

5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL, POLICY & FEE COMMITTEE MEETINGS

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNMENT

AUBURN AREA RECREATION AND PARK DISTRICT
This agenda is hereby certified to have been posted as follows:

August 16, 2023
Date

2:00pm
Time

Cathy Wayford
Secretary to the Board

**Auburn Area Recreation and Park District
Minutes of the Program, Personnel, Policy, Fee & Legal
Review Committee Meeting
Wednesday, July 19, 2023 at 12:30 PM
Canyon View Community Center
471 Maidu Drive
Auburn, CA 95603**

1.0 CALL TO ORDER

The meeting of the Program, Personnel, Policy, Fee & Legal Review Committee was called to order at 12:33 PM

ROLL CALL

Director Holbrook was present. Director Ainsleigh was late.

2.0 ANNOUNCEMENTS, AGENDA REVIEW, CHANGES AND APPROVAL

The agenda was approved by the Committee as written.

3.0 PUBLIC COMMENT- This is the time wherein any person may comment on Any item not on the agenda within the subject matter jurisdiction of the Committee. After you are recognized by the Committee Chairperson, please state your name and address for the record (optional). There is a time limit of three minutes.

None.

4.0 BUSINESS

4.1 Approval of Minutes from the June, 2023 Program, Personnel, Policy, Fee & Legal Review Committee Meeting

Director Holbrook reviewed and approved the minutes from June 21, 2023, Program, Personnel, Policy, Fee & Legal Review Committee.

4.2 Approval of Legal Bills

There were no Legal Bills.

Discussion items:

1. Review of the Atwood III Engineer's Report and possible changes to the description of the park, preserve and improvements. This item was discussed and the Committee suggested that ARD move forward with the potential changes without the approval from the Board.

**5.0 ITEMS TO BE CONSIDERED AT FUTURE PROGRAM, PERSONNEL,
POLICY, FEE & LEGAL REVIEW COMMITTEE MEETINGS**

None.

6.0 PENDING ITEMS REQUIRING MORE DETAILED RESEARCH

None.

ADJOURNED

As there was no further business, the meeting was adjourned at 12:51 PM.

Carly Wainford
Board Secretary

August 7, 2023
Date

4.3 Cover Sheet for Job Description update for Youth Services Director and Youth Services Associate Director Positions

Auburn Area Recreation and Park District Policy Committee meeting August, 2023.

The Issue

Shall the Auburn Area Recreation and Park District (ARD) change the job description for the Youth Services Site Director, including an increase in the pay range for this position and update the Youth Services Associate Site Director's language only as of July 30, 2023?

Background

The Youth Services Program Site Director and Youth Services Program Associate Site Director job description's language was last updated April, 2016.

When the numerous job descriptions scales were updated in June, the **Site Director's** job description was overlooked. It is currently almost the same as the Youth Services Program Leader III. The Site Director supervises the Program Leader III, so it is important to reflect a higher scale for the Site Director's as well.

This scale adjustment is for only the Youth Services Director and will become the new scale. There will not be a COLA adjustment to the scale in April, 2024.

Youth Services Program Site Director

Certain responsibilities of the job have been added and some have been removed due to redundancy or new practices. The pay scale has been adjusted to reflect a fair adjustment between the Youth Services Program Leader III and the Youth Services Coordinator.

Youth Services Program Associate Site Director

Certain responsibilities of the job have been added and some have been removed due to redundancy or new practices.

2.12 Job Descriptions

The Board of Directors approves job descriptions and they are maintained on file in the District. Each job description describes the job, typical duties, and the education, experience and abilities required for it.

Recommendation

Staff recommends approval of the changes to the Youth Services Program Site Director Job Description and wage scale increase and the Youth Services Program Associate Site Director Job Description and forward to the consent calendar for the Board of Directors to review and approve.

Fiscal Impact

\$4,800 for fiscal year 2023-2024 (only because this now allows for a merit increase since they will no longer be topped out).

Attachment

Revised Youth Services Program Site Director Job Description
Revised Youth Services Program Associate Site Director Job Description
Pay scales for other Youth Services Positions



YOUTH SERVICES PROGRAM SITE DIRECTOR

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Site Director will be responsible for developing and implementing a program of academic support, enrichment and recreation activities for elementary school students. The Site Director will work for total program needs including day camp, and not for one specific site. The Site Director will also assist the Youth Services Manager and Coordinator with other related work/duties as assigned.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises total program for site in accordance with Title 22, Division 12, of Community Care Licensing
- Follows lead direction of the Youth Services Coordinator during Day Camp
- Exhibits creativity, energy and patience with students, maintaining positive relationships and treating them with respect in all situations
- Provides effective classroom management
- Plans and implements a weekly calendar of activities, ordering supplies as necessary
- Plans and implements a monthly snack calendar in accordance with licensing guidelines
- Prepares a food order based on inventory needs
- Maintains accurate and current files on all children and staff in the program. Alerts Youth Services Manager of any deficiencies
- Registers families annually for school sites
- Oversees site payments, including: billing for care, registration fees, regular tuition, drop in fees, late pick-up fees, applying credits, ~~subsidy cases~~. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Maintains accurate billing/payment records for site
- Oversees payments, including subsidy cases. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Plans, conducts and documents disaster drills for the safety of all children and staff
- Maintains positive relationship with parents, staff, school personnel and the public in accordance with the policies and practices of the District
- Reports suspected child abuse to Child Protective Services in a timely manner. Alerts the Youth Services Manager and provides a copy of the paperwork submitted
- Addresses Workers' Compensation accidents immediately and follows through in accordance with the policies and practices of the District. Reports all accidents/incidents/injuries to the Youth Services Manager and processes essential paperwork in a timely manner
- Creates and maintains an appealing classroom environment, adapting for changing seasons and themes. Oversees sanitary practices and cleanliness of the facility
- Alerts the Youth Services Manager regarding issues with payments, parents, safety, school relations, building maintenance or any area directly impacting the program
- Supervises staff and provides on-the-job training where applicable
- Performs other work/duties as assigned
- Provide input for staff reviews as requested
- Answers telephone and responds to questions from the public
- Oversees safety practices and program procedures and demonstrates good judgment

Youth Services Program Site Director - Job Description
REVISED August 17, 2023



NON-ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Plans/participates in special events, community involvement and/or field trips
- Provides periodic training/staff meetings for site staff in conjunction with the Youth Services Manager
- Attends departmental meetings as scheduled

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; effective classroom management; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, and spreadsheets, preferably on PC based systems; exhibit a basic competency in core subjects to assist students with homework; have knowledge of the following: Title 22, Division 12 of Community Care licensing; theories, principles and practices common to Youth Services, after-school Discovery Clubs and Summer Day Camps; analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees and the general public.

WORK ENVIRONMENT

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The position also requires both near and far vision and competent/adequate hearing. The need to climb stairs and lift, carry and push tools, equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled office environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen and cleaning chemicals. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment and children.

Position requires both day and evening hours, including weekend and holiday shifts. Must be available to work on days and times assigned, which may require split shifts or substituting.

This position requires you to carry out your duties on-site.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

Candidate must fulfill the requirements for a Director as described in Title 22, Division 12, of the Community Care Licensing Division for Child Care Centers for the State of California.



High school degree or equivalent. Must be at least 18 years of age. In addition:

Completed fifteen units of Early Childhood Education, including Administration.

And/Or: Six units in Early Childhood Education, of which three are Administration, and nine units toward a teacher/recreational or related degree for a total of 15 units. Units and training hours may be combined to meet the total educational requirement. A minimum of four years' experience supervising children.

And/Or: A.A. degree from an accredited college or university with at least 3 units in Early Childhood Education or related areas and 3 units in Administration. A minimum of two years' experience supervising children.

And/Or: B.A. degree from an accredited college or university with at least 3 units of Early Childhood Education or related areas and 3 units in Administration. A minimum of one year of experience supervising children.

And/Or: Child Development Site Supervisor Permit.

And/Or: Child Development Program Director Permit.

Any other new licensing requirements will be necessary to fulfill.

Preschool directors: Early Childhood Education units required (no related areas accepted). A.A. and B.A. degrees must have a major or emphasis in early childhood education or child development. All other requirements for preschool child care centers apply.

Experience: In addition to the above, two or more years of experience in staff management is required.

LICENSES, CERTIFICATES AND IMMUNICATIONS

Current First Aid and CPR certifications are required. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment.

One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

*Youth Services Program Site Director - Job Description
REVISED August 17, 2023*



- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

COMPENSATION: Full-time/part-time/temporary/seasonal position.

Wage rate range

Full-time union position/ Part time/Seasonal/Temporary non-union position:

~~\$20.48 – \$26.77~~

Proposed: \$22.50 – \$29.50

(Revision as of July 30, 2023)

Auburn Area Recreation and Park District is an Equal Opportunity Employer.



YOUTH SERVICES

ASSOCIATE SITE DIRECTOR (LICENSE EXEMPT)

DEFINITION AND PURPOSE: Under the general direction of the Youth Services Manager, the Associate Site Director (License Exempt) will be responsible for assisting in developing and implementing a program of creative learning experiences and enrichments, and recreation activities for students.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Supervises program for site; demonstrates good judgment
- Maintains positive relationships with students, treating them with respect in all situations; models appropriate behavior
- Provides effective classroom management; supervises classroom routines including toileting and snacks
- Plans and implements a calendar of age-appropriate activities, demonstrating cultural competency and inclusiveness
- Plans and implements a snack calendar, ordering supplies as necessary
- Maintains accurate and current files on all children and staff in the program. Alerts Youth Services Manager of any deficiencies
- Registers families annually for school sites
- Oversees site payments, including: billing for care, registration fees, regular tuition, drop in fees, late pick-up fees, applying credits, ~~subsidy cases~~. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Maintains accurate billing/payment records for site
- Oversees payments. Follows up with outstanding accounts. Processes paperwork in a timely manner
- Addresses any injuries and applies first aid/CPR where appropriate, alerts parents
- Plans, conducts and documents disaster drills for the safety of all children and staff
- Maintains positive relationship with parents, staff, and the public in accordance with the policies and practices of the District; manages confidential information
- Reports suspected child abuse to Child Protective Services in a timely manner. Alerts the Youth Services Manager and provides a copy of the paperwork submitted
- Addresses Workers' Compensation accidents immediately and follows through in accordance with the policies and practices of the District. Reports all accidents/incidents/injuries to the Youth Services Manager and processes essential paperwork in a timely manner
- Creates and maintains an appealing classroom environment, adapting for changing seasons and themes.
- Oversees sanitary practices and cleanliness of the facility, reports cases of lice and contagious illnesses to the Youth Services Manager
- Alerts the Youth Services Manager regarding issues with payments, parents, safety, building maintenance or any area directly impacting the program
- Provides on-the-job training where applicable
- Performs other work/duties as assigned
- Provides input for staff reviews as requested
- Responds to questions from the public

NON-ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

Youth Services Associate Site Director (License Exempt)

Revised August 17, 2023



- Plans/participates in special events, community involvement and/or field trips
- Provides periodic training/staff meetings for site staff in conjunction with the Youth Services Manager
- Attends departmental meetings as scheduled

KNOWLEDGE, SKILLS AND ABILITIES

Innovation and creativity; strong organizational skills; effective classroom management; ability to multi-task; work independently; maintain records and prepare reports; communicate effectively both orally and in writing; public speaking skills; demonstrated experience with desktop publishing and other computer applications including word processing, and spreadsheets, preferably on PC based systems; principles and practices common to Youth Services, analyze and resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact.

WORK ENVIRONMENT

The position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties. It requires working in both an indoor, temperature-controlled classroom environment and in outdoor environment in all weather conditions including wet, heat, cold, and exposure to dust, pollen and cleaning chemicals. It requires both near and far vision and competent/adequate hearing when supervising children both in the classroom and on the playground. The noise level of the indoor setting can be loud. Must be available to work on days and times assigned, which may include evenings or weekends. Capable of walking, running, standing, playing games up to 90% of the work day, occasionally on uneven terrain. Able to climb stairs, lift items up to 30 lbs., and assist children in case of injury.

REQUIRED QUALIFICATIONS

Department of Justice clearance

High school degree or equivalent. Must be at least 18 years of age. In addition:

At least six months experience supervising children.

Enrolled in at least 3 units of ECE, continuously until 12 units are completed.

And/Or: 6 units completed in Early Childhood Education and 9 units toward a teacher/recreational or related degree for a total of 15 units.

And/Or: A.A. or B.A. degree from an accredited college or university with at least 6 units in Early Childhood Education.

And/Or: Child Development Site Supervisor Permit.

And/Or: Child Development Program Director Permit.

LICENSES, CERTIFICATES AND IMMUNICATIONS

Current First Aid and Infant/child CPR certifications are required and renewed every two years. Current Negative Tuberculosis skin test is required at the time of employment and updated at any time there is a case reported within our working environment. Mandatory Reporter Training is required and renewed every two years.

*Youth Services Associate Site Director (License Exempt)
Revised August 17, 2023*



One of the following regarding influenza immunization:

- A copy of an immunization record for influenza dated between August 1 and December 1 of each year
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to influenza
- A signed statement from the employee stating that they have declined to be vaccinated against the flu.

One of the following regarding pertussis (whooping cough) immunization:

- A copy of an immunization record for pertussis
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to pertussis

One of the following regarding measles immunization:

- A copy of an immunization record for measles
- A statement from the employee's physician that there is a medical reason not to vaccinate the employee
- A statement from the employee's physician that the employee is already immune to measles
- Proof that the employee was born before 1957 (according to the Advisory Council on Immunization Practices, "adults born before 1957 are generally considered immune to measles and mumps.")

COMPENSATION: Full-time/part-time/temporary/seasonal position. This position requires you to carry out your duties on-site.

Wage rate range

Full-time union position/ Part time/Seasonal/Temporary non-union position:

\$19.66 - \$25.71

Auburn Area Recreation and Park District is an Equal Opportunity Employer.

*Youth Services Associate Site Director (License Exempt)
Revised August 17, 2023*

Youth Services Job Descriptions

Youth Services Program Leader I	16.90	To	21.47	
Youth Services Teacher I	16.90	To	21.47	
Youth Services Program Leader II	18.43	To	23.26	
Youth Services Teacher II	18.43	To	23.26	
Youth Services Associate Site Director	19.66	To	25.71	
Youth Services Program Leader III	20.50	To	27.04	
Youth Services Teacher III	20.50	To	27.04	
Youth Services Program Site Director	20.48	To	26.77	Currently
Youth Services Program Site Director	22.50	To	29.50	Proposed
Youth Services Program Coordinator	24.70	To	34.17	
Youth Services Manager	32.24	To	44.37	