COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Introduction

An Essential Functions Position Analysis (EFPA™) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restrictions may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation need to begin. It is intended to be a straightforward document providing the reader with the following: 1) core purpose for the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPAs are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.

POSITION TITLE	DEPARTMENT / DIVISION
RECREATION SERVICES LEADER	PARKS AND RECREATION

I. Classification/Position Summary:

Under general direction, coordinates or organizes recreation and program activities at an individual or small cluster of parks or facilities.

Position Details	Full time and seasonal; Hourly
Work Hours / Hours per Week	Shifts will typically be between assigned facility hours 7:00 a.m. to 9:00 p.m.; fulltime shifts range between 6 and 12 hours depending on schedule of events, typically working 5 days per week; 40 hours per week; part time shifts range from 4 to 12 hours working 20-40 hours per week on a seasonal basis; weekend or evening work is required to oversee or assist with events for all positions
Days of the Week	Sunday through Saturday, variable schedule dependent on recreation events
Overtime /Holidays Required	Yes; as pre-approved or assigned; may work holiday for scheduled special events
Paid / Unpaid Breaks	Two 15 minute paid breaks, incumbent takes breaks and a 30 to 60-minute meal period daily depending on length of shift
Position represented by a Collective Bargaining Agreement?	Yes; Service Employees International Union (SEIU)

NOTES: Positions allocable to this class report to a Recreation Services Supervisor and are responsible for coordinating or organizing directly, or through contractors or other staff, educational, cultural, athletic, and special event recreation and program activities for one or more parks or facilities. Employees must have knowledge of parks and recreation programs and activities; knowledge of principles and processes for providing customer and personal service; the ability to work independently; the ability to plan, organize, and conduct recreation activities; the ability to lead individuals and groups of children, teens, and adults; and effective verbal and written communication skills.

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II. Essential Functions of Classification/Position:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining: the function is the primary reason for which the position was established; removing the function would fundamentally change the position, or eliminate the need for the position; there is a lack of qualified employees available to perform such a function; and for some functions, there are severe consequences if the position is not required to perform the function and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a particular function remains essential for a particular candidate or employee in need of accommodation.

Essential Functions

Actual assignment hours may vary. This document is based on an 8-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
1	**RECREATIONAL PROGRAM COORDINATION:** Coordinates or organizes the presentation of programs such as arts and crafts, dance, music, and theater arts; assists in the development and presentation of special recreation programs for senior citizens, youths, and people with disabilities; coordinates park club activities and assists in the development of park holiday programs such as Christmas, Easter, and Halloween; plans and coordinates playground, and community center athletic activities including tournaments, leagues and contests; performs other related duties as assigned. It was clarified in interviews that incumbent is responsible for assisting with all organization and coordination aspects of recreational programs and services for dedicated assignments and locations (i.e. youth/adult/senior programs, afterschool programs, camps, youth and adult sports/fitness, holiday events, community park/facility rentals, etc.); coordinates the structure and day to day operations of assigned facilities; provides information, referrals, skill-building and other training to volunteers to communicate recreational/sporting opportunities to community; allocates fields to various sport groups; oversees rental of facility structures to community groups; interacts regularly with users of recreational services to determine what additional programs, offerings, or services they may be interested in; evaluates program effectiveness on a regular basis to make necessary adjustments and/or discontinue programs not well received by target users; conducts research (via on-line research, etc.) for class and event ideas. It was further clarified in interviews that incumbent ensures successful implementation of recreational events for programs/services at assigned facilities; identifies, develops and implements programs; recruits volunteers and instructors/coaches for sporting leagues and fitness classes; sets up and conducts registrations for events; identifies needed supplies and equipment to effectively run events and informs supervisor; decorates facilities for themed events and holidays; coordinates picture day for sporting organizations; organizes uniform distribution, award events, etc.; assists with organizing food services, if offered; assists with scheduling of event activities, programs, volunteers and classes. Clarification was provided that incumbent also participate in implementing special programs (i.e. Movie Nights, Summer Concert Series, Resource Fairs, etc.); instructs in activities based on interest, subject matter expertise and/or needs within the Department or County; maintains responsibility for implementing programs at assigned locations.	**66% to 94% of the shift,** concurrent with all other essential functions

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#	Description of Essential Functions	Percentage of Typical Work Day / Notes
2	**LEAD DUTIES:** May provide direction to temporary or seasonal staff; performs other related duties as assigned. It was clarified in interviews that incumbent provides work direction, guidance and scheduling for recreation coaches, volunteers and youth workers; provides oversight to the activities of staff throughout event organization and implementation; ensures controls are in place to manage proper application of all policies, ordinances and procedures (i.e. scheduling, sign-in and sign-out procedures, record keeping, field trip forms, payments, etc.); prioritizes event set-up work and delegates out as appropriate; communicates program goals and objectives of assignments; reports improper behavior of personnel to supervisor, as required; may provide input to supervisor for consideration of employee annual performance evaluations. It was further clarified that incumbent ensures staff participation in applicable training as required to perform job duties; holds meetings with staff to ensure operational detail; identifies training gaps, based on personal observations and/or deficiencies identified and informs supervisor.	**Up to 100% of the shift,** concurrent with all other essential functions
3	**CLASS/SPORT INSTRUCTION / PARTICIPATION:** It was clarified in interviews that incumbent instructs and/or participates in a variety of recreational programs (i.e. games, sports, umpiring, refereeing, arts and crafts, drama, etc.); may instruct programs that may focus on physical and fundamental motor skills (i.e. Zumba, cheer, tumbling, yoga, etc.); may work individually and in group settings for instructional needs/classes; may also utilize personal demonstration to show required movements, physical exertion, use of equipment, etc. of sport/lesson being taught; moves throughout teaching environment to observe students practicing lesson, make corrections to movements, use of equipment, etc.; models and demonstrates warm-ups, techniques, drills, skills, and rules; provides instruction and demonstrates proper technique during game play; actively participates with participants throughout instruction periods; make act as score official; assesses and adapts activities to skill levels. It was further clarified that incumbent assists afterschool programs students with homework; serves food and conducts activities for large events and holidays (i.e. Thanksgiving meal, Easter Egg Hunt, Costume contest, etc.); may dress up as costume characters for holidays.	**Zero to 50% of the shift,** concurrent with essential functions #1,2,4,6,7
4	**COMMUNICATION / COLLABORATION:** Assists in the handling of public complaints; performs other related duties as assigned. It was clarified in interviews that incumbent works to establish community/neighborhood linkages through working with local organizations, facility users, community groups, school districts, etc. to establish strong working relationships; communicates to general public via phone, email and in person; conducts facility tours and answers permit questions for facilities rentals; provides education, coaching, counseling, mentoring, programs and resources to after school program participants; fosters trust within community offering an open-door policy; responds to all complaints and requests of community groups and general public.	**100% of the shift,** concurrent with all other essential functions

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	It was further clarified in interviews that incumbent participates in neighborhood and community groups activities to encourage collaboration, participation and community involvement; provides coordination of resources and community services for permitted renters; identifies areas of public requests not currently being met and researches/develops materials/programs to do so; visits local schools, sharing information, distributing promotional materials on available programs/resources for students and their parents; shares community issues as appropriate to enact better ability to meet residents resource needs; acts as a front line responder for community member issues; acts as key relationship builder for assigned facility locations; calls dispatch for serious injuries; interacts with coworkers, participants, contractors, vendors, students, general public, etc. on a regular basis; maintains positive public relations for the County; appropriately represents the County at all times through words, actions and appearance.	
5	**REPORTS / RECORDS / SUPPLY REQUISITIONING:** Assists with routine clerical duties such as the preparation of use permits and reports, fee collection and reporting, and program scheduling; performs other related duties as assigned. It was clarified in interviews that incumbent completes staff and non-staff incident/accident reports; completes rental reports; maintains event registration packets; maintains sign in/out sheets for events and afterschool programs; completes monthly facility inspection report; issues paid receipts for participant registration; manages registration process for center offerings; creates monthly calendar for afterschool activities; prepares notes to parents regarding afterschool activities, dress and what to bring; maintains field trip forms; utilizes County email; submits work orders (i.e. maintenance needs, graffiti, etc.) as needed; takes pictures of graffiti/vandalism and sends to department; completes mileage sheet if driving personal vehicle. It was further clarified in interviews that incumbent maintains awareness of location's needs to support business operations; provides list of needed supplies and equipment for events to supervisor; reports any damaged equipment; conducts research and obtains vendor bids for supplies and equipment at request of supervisor. Clarification was provided that incumbent does not currently prepare permits as indicated in the job description. Permits are prepared by Central Reservations for Parks and Recreation Department.	**6% to 25% of the shift,** concurrent with essential functions #1,2,4,6,8,9
6	**EVENT / RECREATIONAL FACILITY SUPPORT:** Monitors the use and care of equipment and facilities at one or more parks; inspects playground equipment and facilities for safety and proper operation; maintains or assists in maintaining safety, cleanliness, and order at park facilities; monitors activities and insures safety rules are observed; assists in the preparation of athletic fields for tournaments and leagues; performs other related duties as assigned. It was clarified in interviews that incumbent has oversight of assigned recreational indoor and outdoor facilities, with responsibility for communicating and completing all routine maintenance and operational aspects; inspects facilities regularly on a monthly basis to ensure cleanliness, safety, working order and addresses any deficiencies noted; performs	**Zero to 50% of the shift,** concurrent with essential functions #1,2,3,4,5,7,8,9

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	cleaning, mopping and sweeping of facility as needed; may empty trash; assists with set up of safety cones, tables, chairs and shade tents; hands out promotional/award items (i.e. tee shirts, jerseys, uniforms, trophies, etc.); assists with setting up athletic equipment, dragging, watering and striping fields, etc.; may operate irrigation valves; ; may participate in light raking, shoveling and grooming of fields, parks and specialty use facilities; participates in facility decorating; locks and unlocks facility entrance gates.	
7	**DRIVING:** It was clarified in interviews that incumbent may drive County or personal vehicle between assigned sites; retrieves items from storage and procures supplies from local vendor, other park facilities or department warehouse; drives to attend meetings, trainings and classes. Incumbent also drives Gator utility vehicle or 3-wheeler to move equipment and supplies, set up equipment, drag and manicure fields, etc. It was further clarified in interviews that incumbent must exhibit solid judgment, regularly and reliably follow all traffic and safety rules, remain nimble and prepared, exhibit good reaction skills and be able to safely and professionally maneuver vehicles within a busy, urban County environment filled with pedestrians, skateboarders, bicyclists, etc.	**Zero to 12% of the shift,** concurrent with essential functions #1,2,3,4,6,9
8	**FISCAL DUTIES:** It was clarified in interviews that incumbent maintains responsibility for safeguarding monies (i.e. cash, checks, credit cards, etc.) on a regular basis; receives and processes registration fees, special event monies, etc.; conducts daily reconciliation daily intake; packages deposits and prepares for department office, ensuring accuracy and timeliness of processing.	**Zero to 12% of the shift,** concurrent with essential functions #1,2,4,5,6,9
9	**EQUIPMENT OPERATION / MAINTENANCE:** It was clarified in interviews that incumbent will independently operate a variety of standard modern office equipment including but not limited to copiers, scanners, printers, etc.; operates multi-line telephone systems; utilizes small office supplies/equipment such as pens/pencils, stapler, hole punch, laminator, post-its, etc. Incumbent will also access a variety of databases and systems; independently utilizes computers to conduct essential functions, conduct on-line research, create materials, provide information, email, etc.; utilizes a wide variety of recreational items, equipment and supplies (i.e. sporting gear, arts and crafts, balls, bats, nets, tumbling pads, weights, exercise machines, etc.); officiating gear; utilizes small hand tools (i.e. screwdrivers, wrenches, hammer, etc.); gardening tools (i.e. rake, shovel, etc.) to fill holes; food serving equipment; audio/video equipment; popcorn and snow cone maker; operate vehicle/van and utility vehicles. It was further clarified that incumbent performs light maintenance of said sport/fitness equipment such as cleaning, disinfecting, inspecting for working order, etc.; loads copy/printer paper, changes ink, toner, clears paper jams, etc. but is not responsible for the regular maintenance of said equipment.	**Up to 75% of the shift,** concurrent with all other essential functions
10	**MEETINGS / TRAININGS:** It was clarified in interviews that incumbent attends monthly staff meeting to share information, resource lists, best practices, lessons learned, plan for events, etc.; prepares for, contributes to and/or presents at a variety of meetings with volunteers and parents (i.e. orientation, etc.) and staff on activities, events, operational aspects of assigned location; participates in meetings with general public, community groups,	**4 to 8 hours monthly**

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	professional organizations and athletic teams to tour facilities. It was further clarified in interviews that incumbent participates in full day trainings (6-8 hours) typically once per quarter regarding work duties; participates in sports training (i.e. officiating, coaching, etc.); participates in County or department-mandated trainings (i.e. blood borne pathogens, sexual harassment, mandated reporter, cash handling, customer service, cyber security, etc.); attends any meetings or trainings as assigned by supervisor.	

III. Non-Essential Functions:

#	Description of Non-Essential Function	Percentage of Typical Work Day / Notes
A	**TRANSLATION DUTIES:** It was clarified in interviews that incumbent may provide oral or written translation from English to a second language and back; explains program, letters, materials, etc. to non-English speaking customers.	**As needed,** if applicable

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IV. Physical Requirements:

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Weight Bearing Activities				
Weight Bearing *(standing & walking)*	Frequent to Continuous	3 Hours	1,2,3,4,6,7,8,9,10,A	Providing information and tours; monitoring on-site events and activities; making phone calls; assisting guests at recreation facilities; using office equipment; monitoring activities for safety (i.e. parking lot, weight room, waiting lines, etc.); organizing, setting up and participating in events; officiating sports; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); walking around office space; walking to/from County vehicles; visiting nearby schools; loading/unloading equipment in vehicles; obtaining materials from supply room; attending to injury/incident; locking/unlocking park and facility gates
Standing	Seldom to Occasional	60 Minutes	1,2,3,4,6,7,8,10,A	Providing information and tours; monitoring on-site events and activities; making phone calls; assisting guests at recreation facilities; using office equipment; monitoring activities for safety (i.e. parking lot, weight room, waiting lines, etc.); organizing, setting up and participating in events; officiating sports; visiting nearby schools; managing and participating in recreational facility operations; visiting nearby schools; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); attending to injury/incident; locking/unlocking park and facility gates

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Walking	Frequent	2 Hours Intermittently	1,2,3,4,6,9,10,A	Assisting guests at recreation facilities; walking around office space; walking to/from County vehicles; visiting community partners or other County departments; loading/unloading equipment in vehicles; obtaining materials from supply room; organizing, setting up and participating in events; officiating sports; monitoring on-site events and activities; monitoring activities for safety (i.e. parking lot, weight room, waiting lines, etc.); managing and participating in recreational facility operations; visiting nearby schools; across field complexes; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); attending to injury/incident; locking/unlocking park and facility gates
Walking *on uneven terrain*	Occasional to Frequent	2 Hours Intermittently	1,2,3,4,6,9,10	Walking to/from County vehicles; visiting community partners or other County departments; loading/unloading equipment in vehicles; organizing, setting up and participating in special events; monitoring on-site events and activities; managing and participating in recreational facility operations; across field complexes; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); attending to injury/incident; locking/unlocking park and facility gates. Indoor flooring surfaces may include tile, linoleum, and carpet. Outdoor surfaces may include asphalt, concrete, grass, gravel, sand, wood chips, uneven pavement, slippery ground, stairs, etc.
Running	Infrequent to Occasional	2 Minutes Repetitively	3,6	Emergencies only such as earthquake or fire; tending to a patron who is injured or suffering a medical emergency; officiating sports
Jumping	Never	N/A	N/A	N/A

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Climbing *ladder, stairs, stools*	Infrequent to Seldom	Seconds	1,2,3,6,9	Using stairs; using ladders to access supply shelves/cabinets, hanging decorations or displays, set up for events, etc.; climbing bleachers
Balancing *above ground*	Infrequent to Seldom	1 Minute	1,2,3,6,9	Using stairs; using ladders to access supply shelves/cabinets, hanging decorations or displays, set up for events, etc.; climbing bleachers
Bending *at the waist*	Occasional	5 Minutes	1,2,3,4,5,6,7,8,9,10	Organizing, setting up and participating in events; getting in/out of vehicles; handing items to customers; retrieving a dropped item; filing; wiping tables/equipment; loading/unloading equipment in vehicle; picking up boxes from ground; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); officiating sports. It is noted that incumbent will bend at the waist repeatedly throughout the shift, but will typically not hold a sustained bend for more than 5 minutes at a time.
Twisting at waist *side to side*	Occasional to Frequent	Seconds repetitively	1,2,3,4,5,6,7,8,9,10	Providing information and tours; monitoring on-site events and activities; making phone calls; assisting guests at recreation facilities; retrieving supplies/boxes from vehicle; reaching for items on table/desk; maneuvering about desk; cleaning activities; speaking with multiple parties; using cart to transport community event supplies; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); officiating sports

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Stooping *slight bend at knees*	Seldom to Occasional	1 Minute	1,3,6,9	Retrieving supplies on lower shelves; packing/unpacking boxes from vehicle trunk and/or floor; plugging/unplugging electrical equipment; accessing low file cabinets; filing; accessing lower shelves/drawers; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); facility support activities; setting up/tearing down items for events; assisting with class activities (i.e. cheer, tumbling, etc.). Frequency and duration of activity heavily depends on assigned location; officiating sports
Squatting	Seldom to Occasional	1 Minute	1,4,6,9	Retrieving supplies on lower shelves; packing/unpacking boxes from vehicle trunk and/or floor; plugging/unplugging electrical equipment; accessing low file cabinets; accessing lower shelves/drawers; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); setting up/tearing down booth and other items for events; speaking with youth; officiating sports; assisting with class activities (i.e. cheer, tumbling, etc.). Frequency and duration of activity depends on assigned location.
Other / Sedentary / Non-Weight Bearing				
Sitting	Seldom to Frequent	2 Hours	1,2,3,4,5,6,7,8,9,10,A	Driving; all desk work; email access; writing reports; taking notes; computer usage; completing paperwork; reviewing registration paperwork; talking on the phone; attending meetings/trainings; conducting online research; scoring sporting events; managing and participating in recreational facility operations; assisting student with homework

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Driving	Infrequent to Occasional	30 Minutes	3,4,6,7,10	Personal/County vehicle use; operating utility vehicles; driving between site and procuring supplies; attending offsite meetings/trainings; making deliveries to department Office; procuring supplies from local vendors
Kneeling *one or both knees*	Infrequent to Seldom	1 Minute	1,4,6,9	Retrieving supplies on lower shelves; packing/unpacking boxes; accessing low file cabinets; accessing lower shelves/drawers; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, decorating, athletic fields, etc.); assisting with class activities (i.e. cheer, tumbling, etc.); installing tie down stakes.
Crawling *on hands and knees*	Never	N/A	N/A	N/A
Lying Down *back, side or stomach*	Never	N/A	N/A	N/A
Upper Extremity / Arm Movement				
Pushing	Occasional	5 Minutes	1,3,4,6,9	Opening/closing doors; opening/closing drawers; picking up and transporting supplies for events; using cart, dolly, racks to move equipment or supplies; shifting boxes; moving chairs and tables at the recreation center or at event sites; moving items across desktop/table; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.)
Pulling	Occasional	5 Minutes	1,3,4,6,9	Opening/closing doors; opening/closing drawers; picking up and transporting supplies for events; using cart, dolly, racks to move equipment or supplies; shifting boxes in vehicle trunk; moving chairs and tables at the recreation center or at event sites; moving items across desktop/table; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.)

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Reaching – above shoulder level	Seldom	Seconds	1,2,3,6,9,10	Signaling to coworkers; giving directions; writing on top of whiteboard; accessing supplies on higher shelves; putting up pop-tent/booth at events; hanging decorations; stacking chairs; managing and participating in recreational facility operations; high cleaning
Reaching – at shoulder level	Seldom to Occasional	5 Minutes	1,2,3,4,5,6,7,8,9,10,A	Lifting and holding telephone to mouth; driving; signaling to citizens/others; writing on whiteboard; retrieving supplies; loading/unloading supplies at events; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); officiating sports
Reaching – below shoulder level	Continuous	2 Hours	1,2,3,4,5,6,7,8,9,10,A	Computer usage; email usage; completing paperwork; dialing telephone; driving; writing reports; taking notes; filing duties; organizing, setting up and participating in events; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); speaking with patrons and coworkers; preparing uniforms
Steering	Infrequent to Occasional	30 Minutes	1,3,6,7,9,10	Using cart/dolly/racks to move supplies; driving vehicles
Cervical Spine / Neck Movement				
Extension of the neck *looking upward*	Seldom to Occasional	1 Minute	1,2,3,4,5,6,7,8,9,10	Speaking with patrons from seated position; writing on whiteboards; looking at scoreboard; posting materials on walls/bulletin boards; hanging decorations; watching for safety; officiating sports; driving safely; setting up pop-up tents at events; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.)

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Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Flexion of the neck *looking downward*	Occasional to Frequent	5 Minutes	1,2,3,4,5,6,7,8,9,10,A	Completing paperwork or reports; computer usage; clerical work; organizing, setting up and participating in events; putting out registration materials on tables; filing; driving; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.)
Twisting of the neck *side to side*	Occasional to Frequent	Seconds repetitively	1,2,3,4,5,6,7,8,9,10,A	Scanning environment for safety; monitoring patrons; retrieving supplies; looking from reference materials to computer screen and back; driving safely; organizing, setting up and participating in events; managing and participating in recreational facility operations; using cart to transport community event supplies; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); speaking with multiple parties

Upper Extremity / Hand Activities

Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Fine Manipulation	Occasional to Frequent	Occasional	5 Minutes	1,2,4,5,6,8,9,A	Handwriting; using telephone buttons; texting on cell phone; using small office supplies; filing; taking notes; use of equipment while managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); organizing, setting up and participating in events; hanging decorations; conducting arts and crafts; using small hand tools; using computer mouse; serving food
Keyboarding / Typing	Seldom to Occasional	Seldom to Occasional	10 Minutes	1,2,3,4,5,6,8,9, A	Using computer; typing memos or email; creating monthly activity schedule; entering data into computer system; conducting online research; incident/accident reports; rental reports

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Simple Grasp	Occasional to Frequent	Occasional	5 Minutes	1,2,3,4,5,6,7, 8,9,10	Holding promotional materials; facility support duties; using standard office supplies such as pens, pencils, staplers, etc.; using telephone; holding files/papers; organizing, setting up and participating in events; setting up pop-up tents, chairs, tables, etc. for events; use of equipment while managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); conducting inspection checklist; holding clipboards; scorekeeping or officiating; serving food
Up & Down Flexion of Wrist	Occasional to Frequent	Seldom to Occasional	Seconds repetitively	1,2,3,4,5,6,8, 9,10	Moving hand from external mouse to keyboard; typing; lifting phone to mouth; signaling to citizens/other; cleaning whiteboard; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); organizing, setting up and participating in events; setting up pop-up tents, chairs, tables, etc. for events; serving food
Side to Side Motion of Wrist	Occasional	Seldom	Seconds repetitively	1,2,3,4,5,6,8, 9,10	Wiping off tables, boards, desks; writing on whiteboards; computer usage; typing; waving; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); utilizing computer mouse
Turning / Rotation of Wrist or Hand	Seldom to Occasional	Infrequent to Seldom	Seconds	2,5,6,7,8,9	Unlocking/ locking doors and gates; ignition of vehicles; using door handles; troubleshooting/using office equipment; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); using small hand tools; serving food

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Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Gross Manipulation	Infrequent to Occasional	Infrequent to Occasional	1 Minute	1,3,6,9	Using cart to move supplies/equipment; manipulating pop-up tents tables, chairs, tables; setting up/taking down event items; organizing, setting up and participating in events; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); carrying chalk bags
Powerful Grasp/ Tight Grasp	Infrequent to Occasional	Infrequent to Occasional	1 Minute	1,3,6,7,9	Using cart to move supplies/equipment; manipulating pop-up tents tables, chairs, tables; setting up/taking down event items; organizing, setting up and participating in events; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); carrying bags or binders; shopping cart for food buying

V. Lift/Carry Weight Requirements:

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
1 to 10	Frequent	Above Shoulder	100 Yards	Small sporting equipment; clipboard; cleaning supplies; writing utensils and paperwork; keys; small office supplies; telephone; checklists; files; binders; personal bag/briefcase; serving food; making popcorn or snow cones; spray paint can; duct tape; boxes of supplies; buckets; chairs; officiating gear; arts and crafts	1,2,3,4,5,6,7,8, 9,10
11 to 25	Occasional to Frequent	To Chest	40 Yards	Bag of chalk (20-25#); boxes full of informational materials/paperwork (20-25#); chairs/tables for events; balls/nets/goals for sporting events; audio/video equipment; miscellaneous facility supplies; tumbling mats	1,2,3,4,5,6,9
26 to 50	Infrequent to Seldom	To Shoulder	40 Yards	Pop-up tents (35-40#); event furniture; outdoor umbrellas; box of uniforms; dumbbells; modified basketball hoop; soccer goals	1,3,6,9

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51 to 75	Never	N/A	N/A	N/A	N/A
75 plus	Never	N/A	N/A	N/A	N/A
NOTES: The maximum amount lifted without assistance is 50 pounds.					

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
Computer and associated peripheral equipment (i.e. scanner, printer, etc.)	Occasional to Frequent	Standard office supplies (scissors, stapler, ruler, pens/pencils, etc.)	Occasional to Frequent
Cell phone	Occasional to Frequent	Personal / County vehicle	Infrequent to Occasional
Arts and crafts	Infrequent to Occasional	Utility vehicles	Infrequent to Seldom
Carts / dollies / racks	Infrequent to Occasional	Clipboard	Infrequent to Occasional
Pop-up tents, tables, chairs for booths at events	Infrequent to Occasional	A-frame ladder	Infrequent to Occasional
Recreational equipment and supplies (i.e. balls, bats, nets, tumbling pads, weights, exercise machines etc.)	Infrequent to Occasional	Audio/visual equipment	Infrequent to Occasional
Office equipment (i.e. copier, scanner, etc.)	Seldom to Occasional	Small hand tools (i.e. screwdriver, wrench, hammer, etc.)	Infrequent to Seldom
Gardening tools (i.e. rake, shovel, etc.)	Infrequent to Occasional	Generator	Infrequent to Seldom
Scoreboard	Infrequent to Occasional	Officiating Gear	Infrequent to Occasional
Popcorn / snow cone maker	Infrequent to Occasional	Food serving equipment	Infrequent to Occasional

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VII. Work Environment:

Summary / Overview of Environmental Conditions: Work is performed mostly indoors in an office building that is climate-controlled, utilizing standard modern office equipment or at community partner locations such as recreational centers, offices, senior centers, community centers, etc. Flooring of indoor work environment may consist of carpet, linoleum and tile. Work is performed in work space with open cubicles or walled offices and incumbents are subject to constant ambient noise and frequent interruptions. Incumbent works outdoors walking to and from vehicles, setting up and participating in outdoor recreational activities and events and attending other meetings; when work is performed outdoors incumbent may encounter surfaces such as asphalt, concrete, slopes, curbs, uneven pavement, slippery surfaces, grass and dirt.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Seldom to Continuous	Offices; recreational centers; meeting/conference rooms; vehicle; community schools; storage areas
Outdoors	Seldom to Continuous	Walking to and from vehicles; participation in outdoor recreational and events; conducting inspections on park grounds; picnic areas, fields, community gardens and facilities
Customer / Public Contact	Frequent to Continuous	Interaction with coworkers, visitors, citizens/general public, community partners, sport teams and leagues; service providers; external agency partners; County departments
Fragrances / Scents / Odors	Occasional to Frequent	General public bodily odors; colognes/perfumes; food odors and coffee; restroom odors; drugs and alcohol; cleaning products; white board markers; freshly cut grass and plant life when outside; paints; craft supplies; barbeques; animals; glue; sharpie; paint; chalk
Traffic	Infrequent to Occasional	Driving between recreational facilities; attending offsite trainings or workshops; procuring supplies
Humid / Wet / Extreme Heat	Infrequent to Frequent	Climate-controlled environment indoors; seasonal weather conditions while working outdoors. Weather can change from beginning of shift to end of shift (i.e. cool in morning to excess of 100 degrees).
Chemicals / Cleaners / Fumes / Vapors	Infrequent to Occasional	Vehicle/bus exhaust when outdoors; spray paint and art supplies; glues; sharpie; marijuana; spray paint; art; fireworks
Excessive Noise / Decibels	Infrequent to Frequent	Potential for exposure to high decibel noise when working at a events; sirens; grounds keeping equipment; microphones; cheering crowds; concerts; music; large groups of people
Working Above Ground	Infrequent to Seldom	Climbing stairs; using step stool; climbing bleachers
Lighting / Lumen	Continuous	Fluorescent and LED lighting indoors; direct or indirect sunlight outdoors; potential to work under field and/or utility lighting at evening events
Bloodborne Pathogen Exposure / Working with Biohazards	Infrequent to Seldom	Potential for exposure to injured program participants; potential for exposure to blood, urine, feces, vomit, bodily fluids from program and event participants; cleans when custodial services not working
Dust, Fine Particles, Allergens	Infrequent to Continuous	Exposure to weather and seasonal wind and pollen when outdoors
Vibration	Infrequent to Occasional	Pushing cart/hand truck over uneven pavement; driving utility cart over fields; dragging fields

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Corrosives / Toxic Substances	N/A	N/A
Low / High Voltage	Infrequent to Seldom	Plugging/unplugging computers and other equipment into low voltage outlets; utilizing generator
Dangerous / Explosive Hazards	Infrequent to Seldom	Fueling gas into gator and generator
Confined Spaces	Never	N/A
Machinery	Never	N/A
Exposure to / Operation of Heavy Machinery	Never	N/A
Other	Frequent	(1) Ability to be constantly aware of environment/surroundings (2) Ability to react quickly to perceived or real dangers (i.e. speeding vehicles, etc.) in environment (3) Ability to recognize potential hazards and follow appropriate precautions to safeguard self and others (4) Ability to remain nimble, alert and prepared, exhibit good reaction skills and be able to safely and professionally maneuver vehicles within a busy, urban county environment filled with pedestrians, skateboarders, bicyclists, etc. (5) Ability to work with a diverse group of individuals (cultural, ethnicity, socio-economic, etc.) (6) Ability to communicate effectively in small or very large groups of people

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VIII. Communication Abilities / Sensory Functioning:

Sensory Demand / Method	Frequency	Performed in Functions	Notes / Examples
Smell: *Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.*	Seldom	2,3,6	Emergency situations; to be able to smell fire, gas leak or foreign substance to alert other personnel; ability to sense alcohol/drug odors on public or staff; fires in park barbeque or trash can
Sight: *Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.*	Continuous	1,2,3,4,5,6,7,8,9, 10,A	See in the normal visual range with or without correction; vision sufficient to drive, perform assigned duties, read computer screens and printed documents and to operate equipment; conducting on-line research; creating promotional materials; computer usage; assisting in completing forms; completing paperwork; managing and participating in recreational facility operations; assisting with maintenance of facilities (i.e. cleaning, mopping, sweeping, athletic fields, etc.); officiating, collecting fees; setting up events
Hearing: *Comprehend oral language and sounds and react appropriately.*	Frequent to Continuous	1,2,3,4,6,7,8,9, 10,A	Hear in the normal audio range with or without correction; exposure to noise; communicate and respond to others at worksite; maintaining awareness of surroundings for safety at community partner locations; answering phone calls; answering questions; participating in meetings; ability to hear someone in distress; active participation in meetings
Speaking: *Orally communicate information and ideas with comprehension*	Frequent to Continuous	1,2,3,4,5,6,8,9, 10,A	Assist and provide direction to co-workers, citizens; responding to phone calls; committee representation; having conversations with guests; directing event set up; sharing resources; giving tours; active meeting participation

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Reading: *Comprehend the written word*	Occasional to Frequent	1,2,3,4,5,6,7,8,9, 10,A	Printed material; computer data; forms; emails; handwritten notes and messages; instructions and information on product labels; schedules; reading handouts in meetings or trainings; writing reports; conducting on-line research; completing forms; reading and understanding policy manuals; traffic signs
Writing: *Composing communications in writing*	Seldom to Occasional	1,2,3,4,5,6,8,9, 10,A	Handwriting; computer data entry; memorandums; completing forms; taking notes; emails; conducting on-line research; monthly activities schedule; effectively communicating through writing; data reconciliation; reconciling fees
Math*: Compute a series of numeric variables, measurements,*	Occasional to Frequent	1,2,3,4,5,6,8,A	Simple calculation checks on data entry being verified, purchasing estimates; computing mileage; reconciling fees; coding invoices; analyzing quotes from vendors; verifying time sheets; assisting with math homework

IX. Personal Protective Equipment / Safety Training and Devices:

Personal Protective Equipment and Safety Training and Devices: It was clarified in interviews that the following safety equipment is provided to incumbent: latex and nitrile gloves, jackets, work gloves, whistle, ID badge, sunscreen. It was also clarified in interviews that the incumbent has regular access to first aid kits and fire extinguishers.

X. Position Qualifications:

Education/Training/Experience:	No training or experience is required. Specialized examinations may include three months of paid or volunteer experience instructing, conducting or planning recreational programs in one of the specialties listed below. **Specialty / Add:** Cultural arts: Arts, crafts, drama, dance or music. Outdoor recreation: Nature, camping skills or outdoor games. Sports: Team, dual or individual sports. Special operations: Senior citizens, people with disabilities. Social programs: Dance, community picnics.
Licenses / Certifications:	A valid California Class C Drivers License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.
Physical Class:	3 - Moderate.

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XI. Mental and Psychological Demands of Position:

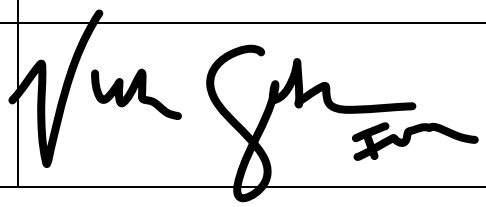
Mental / Psychological Demand	Required (Yes / No)	Occurs in Essential Functions	Notes / Examples
UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction	YES	1,2,3,4,5,6,7,8,9,10,A	Ability to understand written or oral instructions and follow directions with little or no additional direction or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.
MEMORY	YES	1,2,3,4,5,6,7,8,9,10,A	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,7,8,9,10	Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and / or work week and perform at a consistent pace to meet productivity expectations.
PROBLEM SOLVING	YES	1,2,3,4,5,6,7,8,9,10,A	Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information
ABILITY TO PERFORM COMPLEX AND VARIED TASKS	YES	1,2,3,4,5,6,7,8,9,10,A	Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6,7,8,9,10	Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.
SUPERVISE/LEAD AND INFLUENCE OTHERS	YES	1,2,3,4,5,6,7,8,9,10,A	Ability to negotiate with, instruct or supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading.

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XII. Persons Interviewed:

The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one particular assignment or incumbent.

Name	Position Title	Signature	Date
Anthony Brand	Recreation Supervisor		12·10·19
Deisy Rojas	Recreation Services Leader		12·10·19
Norma Edith Garcia	Acting Administrative Deputy - Parks and Recreation		6/25/20

XIII. Sources:

Observed Position Performance: NO	**Job Description Utilized for Document Creation:** YES, document dated May 29, 2013	**Interviewed Participants:** YES on 11/21/2019

In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

Consultant Completing EFPA:
Ryan Long, Consultant
Essential Functions Position Analysis Development
Shaw HR Consulting, Inc.
107 N. Reino Road # 414
Newbury Park, CA 91320
Phone: 805.498.9400
Fax: 805.464.3535
ryan@shawhrconsulting.com

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