

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ISLA VISTA RECREATION AND PARK DISTRICT  
AND  
SERVICE EMPLOYEES INTERNATIONAL UNION (SEIU), LOCAL 620**

**JULY 1, 2022 TO JUNE 30, 2025**

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## **CONTRACT SCOPE**

### **1. DEFINITIONS AND PARTIES TO THE AGREEMENT**

- A. This Agreement is entered into by and between the Union and the District. In the event that the powers and duties by the District shall be exercised by another body, or if another body employs the Union workers to perform the District's services, this Agreement shall bind that body.
- i. **"Union"** means the Service Employees International Union (SEIU), Local 620, a California Corporation.
  - ii. **"District"** means the Isla Vista Recreation & Park District, a political subdivision of the State of California.
  - iii. **"M.O.U." or "MOU"** means this Memorandum of Understanding.
  - iv. **"Employee"** means a regular employee of the District, as described in Section 8 of this MOU.
  - v. **"Represented Employee"** means a regular employee who is a member of SEIU Local 620's bargaining unit.
  - vi. A **"Steward"** is a represented employee designated by the Union to represent employee interests on the job site.

### **2. TERM OF MEMORANDUM**

- A. This MOU is effective from July 1, 2022 through June 30, 2025.

### **3. UNION RECOGNITION & PROTECTION OF BARGAINING UNIT WORK**

- A. The District recognizes the Union as the exclusive representative of represented employees.
- i. Management will make a good faith effort to have Union duties performed by Union employees.
  - ii. The Union recognizes that due to the size of the organization, flexibility is required.
- B. Employees covered by the collective bargaining agreement are regular employees as defined in this MOU directly employed by the District. For example, if the District retains a temporary employment agency to supply temporary workers to accommodate peaks in the District's business or to provide workers to cover workers' compensation or other medical leaves, those temporary workers shall remain the employees of the employment agency; this phrase serves to preclude any argument that temporary employees are covered by the collective bargaining agreement

#### **4. MANAGEMENT RIGHTS AND DISTRICT POWERS**

- A. It is understood and agreed that the District retains all of its powers and authority to direct, manage, and control to the full extent of the law. Included within but not limited to these duties and powers are the rights to:
- i. Determine its organization.
  - ii. Direct the work of its employees, introductory and part-time employees.
  - iii. Determine the times and hours of operation.
  - iv. Determine the kinds and levels of services to be performed, and the methods and means of providing them.
  - v. Establish its policies, goals, and objectives.
  - vi. Ensure the rights and educational opportunities of citizens and employees.
  - vii. Determine staffing patterns.
  - viii. Determine the numbers and kinds of personnel required.
  - ix. Maintain the efficiency of District operations.
  - x. Determine its program.
  - xi. Build, move, or modify facilities or job locations.
  - xii. Establish budget procedures and determine budgetary allocations.
  - xiii. Determine the methods of raising revenues.
  - xiv. Contract or subcontract out work not traditionally performed by unit members.
  - xv. Take action on any matters which, in the judgment of the Board, General Manager, or Acting General Manager, threatens public safety or endangers District employees or property.
- B. The District retains the right to hire, classify, assign, evaluate, promote, demote, reprimand, discipline and/or terminate employees for cause.
- C. The exercise of the foregoing powers, rights, authority, duties and responsibilities by the District; the adoption of policies, rules, regulations and practices in furtherance thereof; and the use of judgment and discretion in connection therewith; will be limited only by the specific and express terms of this MOU, and then only to the extent such specific and express terms are in conformance with the law.

## 5. CONCERTED ACTIVITIES

- A. In consideration of the District's commitment as set forth in this MOU, it is agreed and understood by the District and the Union that during the term of this MOU:
- i. The Union, its officers, agents, representatives, stewards, committeemen and members, and all other employees shall not, in any way, directly or indirectly, instigate, lead, engage in, authorize, cause, assist, encourage, participate in, ratify, or condone any strike, sympathy strike, sick in, slowdown, work stoppage, or any other interference with or interruption of work at any of the District's operations, whether or not such a strike, sympathy strike, slowdown, work stoppage, or other interference with or interruption of work:
    - a. Involves a matter subject to resolution pursuant to the grievance and arbitration procedures set forth in Section 39 of this MOU;
    - b. Involves a matter specifically referred to or covered under this MOU;
    - c. Involves a matter which has been discussed between the District and the Union;
    - d. Involves a matter, which was within the knowledge or the contemplation of the District and the Union at the time this MOU was negotiated or executed.
  - ii. There will be no refusal or failure to fully and faithfully perform job functions and responsibilities nor any other interference with operations of the District by the Union, its officers, agents, or represented employees during the term of the MOU.
  - iii. There will be no compliance by the Union and/or the represented employees with any request of other labor organizations to engage in any type of concerted action, except that specified herein.
  - iv. In consideration of the Union's commitment as set forth in this section of this MOU, the District shall not lock out employees.
- B. The Union recognizes the duty and obligation of its officers and representatives to comply with the provisions of this MOU and to make every effort toward inducing all bargaining unit members to do so. In the event of a strike, work stoppage, slow down, or other interference with the operations of the District by represented employees, the Union agrees in good faith to take all reasonable steps to cause those employees to cease such action.
- C. If the Union or any represented employee violates any provision of this Section with the knowledge and consent of the Union, the District may disregard all obligations to the Union and may withdraw all rights, privileges, and services provided within the MOU.

- D. It is agreed and understood that any represented employee violating this Section may be subject to disciplinary actions up to and including termination without further cause.

## **6. WAIVERS**

- A. The waiver or disregard of any breach, term, or condition of the MOU by either party will not constitute a waiver of any other or future breach, or a precedent in the future enforcement of any of its terms.

## **PERSONNEL ADMINISTRATION**

### **7. EQUAL OPPORTUNITY EMPLOYER**

- A. The District is an equal opportunity employer. In the administration of this MOU, neither the District nor the Union shall discriminate against any employee because of that employee's race, color, gender, sexual orientation, national origin, religion, political affiliation, age, union membership, marital status, or other illegally discriminatory basis or against qualified individuals with a disability. This means that employment decisions are based on merit, business needs, and occupational qualifications, and not on race, color, gender, sexual orientation, national origin, religion, political affiliation, age, union membership, marital status, or other illegally discriminatory basis or against qualified individuals with a disability.

### **8. EMPLOYEE CLASSIFICATIONS**

- A. A "Full-Time Employee" works a regular schedule of 36 or more hours per week. (effective for staff hired after the execution date of this agreement)
- B. A "Part-Time Employee" works a regular schedule of fewer than 30 hours per week. (effective for staff hired after the execution date of this agreement)
- C. An "Introductory Employee" is a new employee who is a candidate for regular employment.
- D. A "Regular Employee" has successfully completed an introductory employment period. The General Manager, on the recommendation of the employee's supervisor, appoints a regular employee.
- E. A "Temporary Employee" is an employee of a temporary employment agency who works full-time or part-time to fill a temporary, occasional, or seasonal need to supply workers to accommodate peaks in the employer's business. These workers remain the employees of the employment agency.
- F. A "Casual Labor Employee" performs non-regular, non-permanent assignments to meet peak loads, unusual work situations, intermittent work requirements, or emergency work. Time worked by a casual labor employee may not exceed 1040 hours per fiscal year, except pursuant to Section 8.(J). Qualified applicants are placed in a casual labor pool and are given assignments according to District needs.

- G. It shall not be the objective of the District to utilize the Casual or Temporary labor pool solely for the purpose of avoiding job creation or the payment of benefits to regular employees of the District.
- H. The classification of Temporary or Casual Labor employees is meant to recognize the District's need to staff its operation utilizing the University "Work- Study" program and at various times with grant funding from sources outside the District, and to recognize the need for certain "Seasonal Laborer" positions. It is understood that employees who come from the Work-Study program or those employees funded by grant funding, fit the Temporary or Casual employee status. Temporary or Casual employees are also appropriate for "Seasonal Laborer" positions to accomplish recurring projects; for example, painting park benches, buildings, etc.
- I. In no event will Temporary or Casual employees displace existing Regular employees of the District, and no Temporary or Casual employee shall work while any Regular employee of a similar classification is in a layoff status, if the laid off employee could be recalled to active status and be able to perform the work that the Temporary or Casual employees would otherwise be hired to perform.
- J. Temporary or Casual employees may exceed 1040 hours per fiscal year if the purpose of the employment is to perform the employment responsibilities of a Regular employee who is taking a Medical Family Care or Pregnancy Leave as defined in Section 33 and/or Section 34.

## **9. SELECTION OF PERSONNEL**

- A. The Board of Directors selects the General Manager.
- B. The General Manager selects all other employees.
  - i. Job descriptions, as defined in "Exhibit A"; define each employee's duties and relationships with other employees.
- C. Relatives of Board members, General Manager, or of other employees may not be employed unless the applicant is uniquely qualified for the position and is approved by unrelated Board members or the Personnel Committee. A supervisor/subordinate relationship may not be created by such employment.
- D. Applications for job openings must be in writing. Applicants will use the District's Application for Employment form. The District may request additional information during the interview and hiring process.

## **10. POSTING OF OPEN POSITIONS**

- A. An announcement for any opening within the District will be posted on the Union Bulletin Board for 14 calendar days prior to the close of the application period. The posting will state the position, hours, and qualifications. The District will give a copy of the announcement to the Union Steward(s) so they may facilitate the required posting.



## **11. INTRODUCTORY EMPLOYMENT**

### **A. Introductory Employment:**

- i. Introductory employment is an extension of the selection process over a period of time, usually six months in duration. Three months after hiring, the General Manager and/or their supervisor shall provide an oral evaluation of the introductory employee's performance. Six months after hiring, the General Manager and/or their supervisor shall provide a written evaluation of the introductory employee's performance. The purpose of introductory employment is to evaluate and measure the employee's ability to function effectively on the job. During the introductory period, an employee may be dismissed at any time with or without cause.
- ii. If an introductory employee receives an unsatisfactory evaluation at the end of his or her first six months of work for the District, the introductory period may be extended for one month. Upon satisfactory completion of the introductory period, an employee will be designated a Regular Employee.
- iii. Introductory employees are entitled to benefits as specified elsewhere in this document.
- iv. Enrollment for health benefits, as specified in Section 24, will commence within 3 months (90-days) from date of hire. CalPERS Retirement benefits shall commence immediately upon hiring.

## **12. EMPLOYEE EVALUATIONS**

A. Written evaluations will be given yearly in June prior to the conclusion of the District's fiscal year, which ends on June 30 (the "Fiscal Year"). The District may also provide employees with evaluations or performance reviews as may be appropriate at the following times:

- i. At the end of the initial six-month introductory period.
  - ii. At the end of any extension of the introductory period.
  - iii. After an unsatisfactory evaluation, as scheduled as a result of the evaluation.
  - iv. In the event an employee's performance changes significantly.
- B. Recommendations regarding an employee's evaluation are made by the employee's immediate supervisors and are approved by the General Manager.
- C. Evaluations are made with the help of the Personnel Evaluation Form, as may be developed by the District to assist in the evaluation process.
- D. Each evaluation is discussed with the employee.

- i. An evaluation is a tool to facilitate communication between employer and employee.
  - ii. Supervisors are to discuss a problem with an employee at any time it occurs rather than waiting for the regularly scheduled performance evaluation.
- E. In the event of an “unsatisfactory” evaluation, another evaluation will be scheduled within one to three months.
  - i. Upon completion of the second evaluation, the employee’s performance will either be deemed satisfactory and the regular review schedule will be resumed, or progressive disciplinary action will be taken, up to and including termination.
  - ii. An employee may appeal an evaluation to the Personnel Committee. The decision of the Personnel Committee may not be appealed.

### **13. PROMOTIONS, APPOINTMENTS, AND DISCIPLINE**

- A. The District will be the judge of factors that govern promotions, demotions, discipline, transfers, and the filling of newly established job classifications. The District agrees to consider seniority as a factor in promotions or appointments.

### **14. PROGRESSIVE DISCIPLINARY ACTION**

- A. Progressive disciplinary action applies only to Regular Employees.
- B. A Regular Employee is subject to immediate dismissal for cause that constitutes a clear and present danger to the effective operation of the District, or to District personnel, or to the public, or where the reason for dismissal cannot be corrected. Examples of cause include, but are not limited to: theft, embezzlement, fighting, refusing to do assigned work, insubordination, failure to follow instructions, willful damage to District property, and willful breach of safety rules.
- C. When an employment-related problem occurs which does not constitute cause for immediate dismissal, an employee may receive a corrective action notice from his or her supervisor.
  - i. The notice shall state the problem and suggest corrective action.
  - ii. The notice shall include a date by which the problem is to be corrected.
  - iii. The notice shall describe sanctions in the event the problem is not corrected by the specified date.
  - iv. If the problem is not corrected, the supervisor may take disciplinary action, including suspension or termination of the employee, subject to approval of the General Manager. Suspension need not wait for all appeals to be exhausted and may be without pay.

- a) An unpaid period of suspension may be included as part of a disciplinary action.
- v. The employee may appeal any disciplinary action taken under this Section, first to the General Manager, then to the Personnel Committee pursuant to Section 39.
- vi. Following appeal, if the disciplinary action taken is found not to have been justified, a suspended employee may be paid for the hours missed during the suspension.
- vii. A Skelly hearing is only required for terminations and suspensions in excess of five (5) days. Employees disciplined under this Section are still entitled to the grievance procedure.

## **15. SEPARATION**

### **A. Resignation.**

- i. An employee may terminate his or her employment by submitting a written resignation at least two (2) weeks in advance.

### **B. Dismissal.**

- i. A regular employee may be dismissed by the General Manager for unsatisfactory service or other good cause as stated in Section 14.
- ii. The General Manager may dismiss an introductory employee, at any time with or without cause.
- iii. An employee who is dismissed will be paid for hours worked on his or her last day of employment and will receive compensation for accrued and unused PTO time.

## **16. COMPENSATION**

### **A. Employee Compensation**

- i. Except as otherwise specified in this MOU, an employee shall be paid the straight-time rate of pay for his/her designated job description for all time for which the employee is entitled to compensation pursuant to the provisions of this MOU. The straight-time rate and range of pay for each job description as set forth in Appendix A to this MOU shall be the hourly rate specified for that job description in Appendix B to this MOU.
- ii. For all hours actually worked in excess of forty (40) hours in a workweek, an employee shall be paid one and one-half (1.5) times his/her established hourly straight-time rate of pay for that work-week.
- iii. In addition to the provisions of Section 17 of this MOU, each employee is eligible to receive one merit-based increase in pay during each calendar year. Merit raises are not guaranteed and are based on individual merit.

The basis for merit raises may include but are not limited to exceptional standout performance, reliability, attention to detail, creative ideas and follow-through to save or generate money for District projects, attitude, efficiency, and teamwork that goes above and beyond the minimum expectations of the job.

- iv. Merit increases may be considered at any time at the discretion of the General Manager.
- v. An employee is eligible to receive a merit increase following each evaluation; any merit increase awarded will take effect within a month of the date of the evaluation.
- vi. The employee's supervisor will consider the results of an employee's evaluations, among other factors, when recommending a pay increase. The final decision lies with the General Manager.
- vii. The General Manager has authority to grant any Regular Employee an annual increase within the range of zero to ten percent.
- viii. If a Regular Employee receives an unsatisfactory evaluation, the General Manager has authority to place the employee on probation for up to 3 months.
- ix. At the end of the probationary period, the employee will receive an evaluation. If the evaluation is satisfactory, the employee will be removed from probation.
- x. If at the end of the probationary period the evaluation is not satisfactory, the General Manager shall have the discretion to terminate the employee or to proceed with progressive disciplinary action.
- xi. Employees that are classified as bilingual users will receive Bilingual pay at \$100 per month. Employees become classified Bilingual by passing the District Spanish test at the request of the General Manager.
- xii. Employees on 4/10 schedules (as that term is defined in Section 22) will be allowed to work the additional 2 hours needed each pay period to make up for hours they would not receive on holidays (i.e. Holiday pay).

## **17. YEARLY STEWARDSHIP BONUS AND ONE-TIME RATIFICATION BONUS**

- A. **Stewardship Bonus.** At the conclusion of each Fiscal Year during the term of this MOU, the District will grant Regular Employees a separate Stewardship Bonus based on seniority in the amounts referenced below. Eligibility for the Stewardship Bonus will be conditioned on the Regular Employee working a full schedule at least one (1) Saturday per month (total 12 yearly) during the applicable Fiscal Year.

## IVRPD STEWARDSHIP BONUS

YEARS OF SERVICE	0 - 12 Months	13 - 60 Months	60 - 120 Months	120 + Months
BONUS AMOUNT	\$ 500.00	\$ 750.00	\$ 1,000.00	\$ 1,500.00

- B. **One-time Ratification Bonus.** Upon full MOU ratification, the District will issue each Regular Employee a Ratification Bonus equal to 80 hours of pay based on their Regular Hourly pay as set forth below in Appendix B, less required payroll deductions and withholdings. This will be a one-time payment issued no later than the second payroll cycle after full ratification by Union and District Board, which shall be done as soon as practicable by special meeting after the Parties reach a tentative global agreement.

## 18. DEFERRED COMPENSATION PLAN

- A. The District will provide regular employees an opportunity to participate in a deferred compensation plan. The District will match represented employee contributions to the District's Deferred Compensation plan up to a maximum employer contribution of five hundred dollars (\$500) annually.
- B. This plan will operate in a manner determined by the administrative policies of the program and the District. The District will maintain the current level of benefit if the program is altered.

## 19. CalPERS RETIREMENT

"PEPRA" means:

- The California Public Employees' Pension Reform Act

"PEPRA member" means:

- A member who first established CalPERS membership prior to January 1, 2013, and who is rehired by a different CalPERS employer after a break in service of greater than six months
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who has no prior membership in any California public retirement system
- A new hire who is brought into CalPERS membership for the first time on or after January 1, 2013, and who is not eligible for reciprocity with another California public retirement system

"Classic member" means:

- All members that don't fall into the PEPRA member definition are considered classic members. Classic members will retain the existing benefit levels for future service with the same employer.

Plans:

- A. The District provides Classic members a defined 2% at 55 CalPERS retirement program pursuant to Government Code §21354, with the “Single Highest Year” optional benefit.
- B. The District provides PEPRA members a defined 2% at 62 CalPERS retirement program pursuant to Government Code §7522.20.

## **20. PAY PERIOD**

- A. Employees are paid every other Friday for the two-week period ending on the previous Tuesday.
- B. If checks arrive before the regular date, they may be distributed before the regular payday.

## **21. TRAVEL**

- A. All District employees will be compensated for travel expenses at a rate commensurate with the current rate established by the Internal Revenue Service for use of a personal automobile on District business. Mileage reimbursement is subject to prior approval by the General Manager.
- B. Rental car expenses will be paid for employees who obtain advance approval to travel by rental car on District business. Receipts are required.
- C. The per diem meal expense allowance for authorized travel is per the current established rate by the County of Santa Barbara. No per diem is paid for a partial day of less than 8 hours spent outside the District. Meal expenses related to District business will only be paid on a reimbursement basis per the County of Santa Barbara’s per diem rate.
- D. Other reimbursements for travel expenses, including lodging, must be authorized in advance by the General Manager.

## **WORKING CONDITIONS**

### **22. WORKING HOURS**

- A. Regular working hours for Grounds Employees are 7:30 a.m. to 4:00 p.m. Monday through Saturday. The District and the employee must agree upon Saturday schedules for Grounds Employees. All Employees hired after July 1, 2022, may be required by the District to work on Saturdays as part of their regular schedule at the sole discretion of the District General Manager. All other working hours for District employees are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Each full time employee shall receive an unpaid one-half hour to one-hour lunch break and two 15 minute paid rest periods. Grounds Employees shall take their lunch break together as a crew between the hours of 11:00 a.m. and 1:00 p.m. and shall be coordinated with the Assistant General Manager. Office employees shall take their 30-minute lunch from 12:00 to 12:30 during the District’s office closure. The duration of the lunch break can be a between one-half to one hour, at the discretion and approval of the General Manager. Other

working hours for individual employees may be varied at the discretion of the General Manager.

- B. Alternative Work Schedules - The General Manager at his discretion shall have the authority to allow employees to work any one of the following alternative schedules at the employee's request. Alternative Work Schedules will not be unreasonably denied. To facilitate operations coverage, any of the alternative schedules may, but not necessarily, require working a Saturday Shift. Hours worked on Sunday or in excess of 40 hours per work week will be paid at time and a half. The General Manager has the authority to decline an employee's request or to revoke an approved alternative schedule if the General Manager believes it is affecting productivity or otherwise adversely affecting the District. The employee will be given two weeks prior notice of the impending schedule change.
- i. "4/10" Schedule: A weekly schedule consisting of four (4) ten-hour shifts.
  - ii. "4/9 + 1/4" Schedule: A weekly schedule consisting of four (4) nine-hour shifts and one four-hour shift
  - iii. "9/80" Schedule: A two-week schedule consisting of eight (8) nine-hour shifts, one (1) eight -hour shift with the tenth day as a designated day off
- C. Employees may be assigned by the General Manager or their supervisor to standby duty to respond to customer or maintenance problems during times other than normal working hours. Such duty will be in accordance with procedures defined by the General Manager. Compensation for standby shifts will be according to this schedule:
- i. Week Nights – a week night shift is defined as hours from 4:00 p.m., Monday through Friday, to 7:30 a.m. of the following day, respectively. For each such shift assigned, the employee will receive two hours of pay at 1 ½ times the employee's regular salary rate for standby, plus 1 ½ times the employee's regular salary rate for each hour actually spent responding to service calls. If an employee responds to a service call, they will be paid a minimum of two hours pursuant to this Section.
  - ii. Weekends and Holidays - a weekend day shift is defined as the hours from 7:30 a.m. on a Saturday or Sunday to 7:30 a.m. on the following Sunday or Monday, respectively. A holiday shift is defined as the 24 hours from 7:30 a.m. on any day included in the list of holidays as identified in this MOU. For each such shift assigned, the employee will receive two hours of pay at 1½ times the employee's regular salary rate, plus 1½ times the employee's regular salary rate for each hour actually spent responding to problems. If an employee responds to a service call, they will be paid a minimum of two hours, pursuant to this Section.
  - iii. Response Time: Employees assigned to stand-by duty will be expected to arrive at the location for which the response is required within 60 minutes of receiving a call-out. The employee who is on stand-by duty shall carry a cell-phone that is provided by the District.

- B. An employee who works more than 6 hours a day receives two 15-minute paid breaks from work activities. An employee who works fewer than six, but more than two hours a day receives one paid 15-minute break.
- C. Each employee will submit signed time reports as instructed by the General Manager.
- D. An employee must obtain advance written permission from his or her supervisor and the General Manager prior to working any overtime. The District does not grant compensatory time-off.
- E. Any assigned Sunday work will be compensated at time and one half.

## **23. SAFETY**

- A. Employees have a right to a safe working environment and are required to consider safety at all times.
- B. Each employee must receive safety training related to his or her job assignment before starting work.
- C. Each employee is expected to take part in periodic safety training and to have it documented in his or her personnel file.
- D. An employee whose duties require the use of a hand or power tool must complete a documented skills test before using the tool.
- E. Any employee who is injured or involved in an accident on the job is required to fill out an accident report as specified by District regulations.
- F. Employees may not handle pesticides, herbicides or fungicides without Pest Control Advisor (PCA) certification. If requested by the District, possessing such certification is a condition of employment. Pesticides, herbicides, fungicides shall be restricted to those traditionally approved for organic or IPM practices.
- G. The District will provide vehicles and tools in safe and operable condition.

## **24. HEALTH & WELFARE**

- A. The District will provide and pay for health insurance benefits for all regular and introductory employees who work an average of 30 hours (36 hours if hired after execution date of this agreement) per week or more, pursuant to this Section. An employee is required to pay for his or her spouse's and dependents' coverage.
- B. Any employee hired after the execution date of this agreement who, over the course of two (2) fiscal quarters, fails to maintain an average attendance of 36 hours per week, will lose eligibility for District paid health insurance benefits. Approved absences, as specified in Sections 28, 31, 32, 33, 34, and 35, shall



not count against this average, and the District will adhere to the following guidelines to determine eligibility:

- i. In the event an employee fails to maintain a 36 hour per week average attendance over the course of one (1) fiscal quarter, the employee will receive written notice from the District.
    - A. The notice shall inform the employee that they have failed to maintain a minimum average attendance of 36 hours per week over the preceding fiscal quarter and suggest corrective action.
    - B. The notice shall include a date by which the employee must raise their weekly attendance average, which shall not be earlier than the last day of the fiscal quarter immediately subsequent to the quarter in which the employee failed to maintain a 36 hour per week average.
    - C. The notice shall describe sanctions in the event the problem is not corrected by the specified date.
    - D. If the problem is not corrected, the District may impose the aforementioned sanctions, up to and including loss of eligibility for District paid health insurance benefits, subject to approval of the General Manager.
  - ii. An employee who loses eligibility for District paid health insurance benefits may regain eligibility for said benefits by maintaining a 36 hour per week average attendance over the course of the next full fiscal quarter following the date the employee officially lost eligibility for said benefits.
- C. The District will contribute up to \$950 per full-time employee, per month, for their choice of pooled medical, dental and vision insurance plans. Employees who use less than \$950 per month will not receive the difference in cash and it may not be used for family coverage.
  - D. The District pays a pro-rata share of health insurance costs for employees who are regularly scheduled to work between 36 and 40 hours per week equal to the ratio of hours worked per week divided by 40. Hours worked are defined as those shown on the Personnel Action Form (PAF).
  - E. District management will endeavor to maintain benefits at current levels if reasonably practical in response to changes in the types and styles of insurance plans that are available.
  - F. In the event medical insurance premiums increase 10% or more above \$950.00 per month—calculated as a weighted average based upon actual enrollments-- Employer will give written notice to SEIU Local 620 and either the District or SEIU Local 620 may request to meet and confer on this single item and to bargain in good faith. Employer agrees no changes will be made in regards to coverage without first conferring with the Union.

## **25. GROUNDS WORKERS' UNIFORMS**

- A. Grounds Workers are expected to maintain and wear district approved uniforms on the job at all times. In an effort to accommodate individual comfort requirements the District will provide each Grounds Worker a \$500 uniform allowance at the beginning of each fiscal year to purchase uniforms that suit their individual needs. Mandatory elements of the Grounds Worker Uniforms include shirts, pants or shorts, and safety shoes that meet or exceed OSHA specifications. Also included in this allowance are fleeces and/or jackets, hats, and a maximum of fifty dollars (\$50) may be used towards the purchase of sunglasses with UV protective lenses. Before any purchases are made, grounds workers must attain approval from the General Manager in the form of a signed purchase order or similar written authorization. Subsequent to uniform purchases the District will pay to have the IVRPD logo applied to uniform shirts and jackets. The logos do not come out of the individual uniform allowances. All uniforms remain the property of the District and shall be returned to the district upon termination. Personal use of district uniforms is prohibited.
- B. Grounds Workers may purchase additional uniforms at their own expense, however, these uniforms are still subject to General Manager's approval prior to being worn on the job. The district will not be responsible for replacement if these articles are lost or damaged.
- C. Grounds Workers (Regular and Introductory Employees) are required to wear and maintain footwear that meets or exceeds applicable Occupational Health and Safety Act (OSHA) specifications. The employee shall be responsible for the replacement cost of safety shoes that are lost or stolen.
- D. The District will provide rainwear for Grounds Workers who are required to perform tasks in rainy weather. This rainwear remains District property and is to be kept on District property when not in use. No personal use of District rainwear will be allowed.

## **26. OUT OF CLASSIFICATION ASSIGNMENT**

- A. If an employee believes that she/he is working out of classification on a regular on-going basis, the employee may:
  - i. Request a reclassification from the General Manager in writing. The General Manager will respond within twenty (20) working days of receipt of the request.
  - ii. If the employee is not satisfied with the General Manager's response, she/he may submit an appeal of the decision within ten (10) working days of receipt to the District Personnel Committee. The Personnel Committee shall conduct an investigation and respond to the employee within thirty (30) working days of the receipt of the appeal.

- B. The District will pay increased-compensation to an employee who, for an extended period of time temporarily performs work that, in the judgment of the General Manager, 1.) exceeds the requirements of his or her job description and 2.) would otherwise be compensated at a higher wage range than the employee's base salary as determined by the job descriptions and wage table referenced in Appendices A and B, respectively .
  - i. The employee will be compensated at a higher rate than their current salary, which will be determined by the General Manager, but in no case will this be less than 5%.
  - ii. The General Manager will determine eligibility for increased compensation under this Section.

## **27. LAYOFF DUE TO LACK OF WORK**

- A. The General Manager is responsible for taking reasonable steps to attempt to avoid a layoff due to lack of work or a lack of funding.
- B. If a layoff becomes necessary, the highest priority will be given to work that must be performed:
  - i. To protect public safety.
  - ii. To protect employee safety.
  - iii. To preserve District assets.
  - iv. To deliver park and recreation services.
- C. Other factors to be considered include the seniority, skills, and abilities of employees.
- D. If a layoff becomes necessary, employees and the Union will be informed at least 30 days prior to layoff.
- E. The District will confer with the Union within 30 days of any layoff of employees.

## **28. ABSENCES AND PAID TIME OFF**

- A. VACATION AND SICK LEAVE CONVERSION TO PTO
  - i. Vacation and Sick Leave is being combined into Paid Time Off (PTO) and there is a limit of 272 hours that may be banked. After that no additional PTO will accrue until some is used, unless the Employer has denied a timely request for time off. For the purposes of this section "timely" shall be defined as 7 days in advance of the requested days off for non-medical absence.

- ii. Employees with more than 272 hours combined sick and vacation leave at the time of conversion to PTO will be allowed to either cash out the excess sick leave at 25% value or keep it as Sick Leave Credit (SLC) and be able to draw down due to personal illness or Medical and Family Care Leave Program (Section 33) at a rate of up to 5 days (8hr. increments) per year.
- iii. Upon termination of employment, the District will pay the employee the first 200 hours of accrued and unused PTO at 100% of the employee's final rate of pay. In addition, the District will pay the employee for any accrued PTO hours over 200 plus any remaining SLC hours at 25% of the employee's final rate of pay.
- iv. Employees may use PTO to care for ailing family members under the Medical & Family Care Leave program (MOU section 33).
- v. Employees may donate time from their PTO banks to fellow employees with serious health issues who will be off work for extended periods of time only after the affected employee's PTO has been exhausted.
- vi. The conversion from sick leave to PTO will not affect the employee's ability to receive State Disability Insurance (SDI). PTO may be used during the 7 day SDI waiting period, and also to supplement the 55% SDI payment.

#### B. PTO ACCRUAL

- i. In lieu of separate accrual for vacation, sick leave, and paid administrative leave, each employee will accrue PTO that will be inclusive of all benefits.
- ii. Employees accrue paid PTO according to the number of years they have served as regular employees and the number of hours they work each week.
- iii. An employee with 0-12 months of continuous regular employee service accrues PTO at the rate of 24 days (max. 192hrs.) per year.
- iv. An employee with 13-60 months of continuous regular employee service accrues PTO at the rate of 28 days (max. 224hrs.) per year.
- v. An employee with 60-120 months of continuous regular employee service accrues PTO at the rate of 31days (max. 248hrs) per year.
- vi. An employee with 120 or more months of continuous regular employee service accrues PTO at the rate of 34 days (max. 272hrs) per year.

#### C. Employees will receive full credit for holidays that occur during their paid time off.

#### D. Subject to operational needs and approval from the General Manager, PTO time may be taken any time after it has been accrued and may not be unreasonably withheld. Employees may accrue a maximum of 272 hours of unused PTO, unless approved by the General Manager based upon extenuating circumstances. Employees may not receive pay in lieu of paid time off unless

they are ending their employment with the District, except as noted in Paragraph F.

- E. If a retiring employee is legally entitled to a distribution of unused PTO and/or SLC, the employee may request the Employer "defer" payment of his or her accumulated PTO and SLC until the following year. This request must be in writing at least 10 days prior to the termination date and requires written approval from the General Manager. Approval shall not be unreasonably withheld.
- F. Once during each fiscal year, regular employees may cash out up to forty (40) hours of accrued PTO if the following conditions are met:
  - i. After the conversion, the employee shall have an accrued PTO balance of at least forty (40) hours.
  - ii. The employee has taken at least forty (40) continuous hours of PTO during the current fiscal year, or by the employee taking a week off work in December as unpaid leave, as described in Section 29 Paragraph B.

## **29. HOLIDAYS & LEAVES**

- A. The following days will be observed as "paid holidays" by regular and introductory employees:
  - i. January 1 – New Year's Day
  - ii. January (3rd Monday in January) –Martin Luther King Day
  - iii. February – President's Day
  - iv. March 31 - Cesar Chavez's Birthday
  - v. May - Memorial Day
  - vi. June 19 - Juneteenth
  - vii. July 4 – Independence Day
  - viii. September – Labor Day
  - ix. November 11 - Veteran's Day
  - x. November – Thanksgiving Day
  - xi. November – Day after Thanksgiving Day
  - xii. December 24 – Christmas Eve
  - xiii. December 25 – Christmas Day

- B. The District may shut down operations during a week of December each year, during which employees may use a week of PTO. In the event that an employee does not have an accrued week of PTO or does not wish to use PTO, the time may be taken as leave without pay, or the employee may opt to work during the closure.
- C. Holiday hours off will be pro-rated for part-time regular and introductory employees. For example, a 30-hour per week employee gets  $30 \times .20 = 6$  hours for each holiday.

### **30. JURY DUTY**

- A. A regular employee summoned to jury duty will receive regular wages for a maximum of 80 hours for any regularly scheduled working hours spent in the actual performance of such service.
- B. The employee must inform the supervisor immediately upon being summoned or subpoenaed.
- C. The employee will provide a copy of the summons or subpoena to the District. The employee will provide proof of the dates and times of appearance in court.
- D. The employee will turn over all jury and witness fees to the District, to the extent that they exceed total District compensation for the time period involved.

### **31. BEREAVEMENT LEAVE**

- A. One bereavement day will be paid by the District during a personal emergency that results from a death in their family. Additional compensation during bereavement leave shall be taken from an employee's accrued PTO.
  - i. The term "family" includes the employee's spouse, significant other, significant other's immediate family, child, mother, father, grandparent, sister, brother, grandchild, surrogate parent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or stepchild, stepparent, stepsister, or stepbrother, aunt or uncle.
  - ii. For purposes of this policy, a surrogate parent is an individual who has acted in the capacity of parent, having served the role of guardian.
- B. An employee who is absent due to death in the family is required to inform his or her supervisor in writing concerning the reason for the absence.
- C. The General Manager will determine whether or not a paid absence is justified.

### **32. LEAVE OF ABSENCE**

- A. The General Manager may grant a leave of absence without pay if it serves the

interests of the District.

- B. An employee who fails to return to work at the end of a leave of absence will be deemed to have resigned.
- C. The General Manager must approve all leaves of absence in advance and in writing.

### **33. MEDICAL & FAMILY CARE LEAVE**

- A. The District will grant a medical leave of absence without pay to a regular employee for the period of their temporary need for medical care as required by law.
  - i. An employee must notify the District in writing as soon as he or she becomes aware of an illness, injury, or medical condition (including pregnancy) that may require absence.
  - ii. The employee must promptly advise the District in writing of the reason, commencement date, and probable duration of anticipated medical leave, accompanied by written verification from the attending physician.
  - iii. The District requires periodic verification of the employee's inability to work (including, for example, examination by a doctor designated by the District.).
- B. The District will grant a family care leave of absence without pay to eligible employees for up to 12 weeks per 12-month period under the following circumstances:
  - i. To care for a newborn child or a child recently placed for adoption or foster care, or to care for a family member suffering from a serious health condition.
  - ii. The term "family" includes the employee's spouse, significant other, significant other's immediate family, child, mother, father, grandparent, sister, brother, grandchild, surrogate parent, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, or stepchild, stepparent, stepsister or stepbrother, aunt or uncle.
  - iii. For purposes of this policy, a surrogate parent is an individual who has acted in the capacity of parent, having served the role of guardian.
- C. The District will continue to pay for group medical benefits in the same proportion as if the employee was working for up to 12 weeks as required by law for covered medical and family care leaves. Employees on uncovered medical leaves, or leaves in excess of 12 weeks, may be able to continue group medical insurance at their sole expense to the extent provided under the District's insurance policy or applicable COBRA rules.
- D. Employees who return from medical and family care leaves will be reinstated in the same or equivalent positions, to the extent required by law.

- E. An employee on medical leave will receive credit for all employment service prior to the start of leave but not during the medical leave of absence. Employees shall retain seniority when using medical leave, pursuant to this Section.
- F. An employee who does not return at the end of a medical leave of absence will be deemed to have resigned.
- G. Although this policy is modeled after the Family and Medical Leave Act, District employees are not eligible for leave under such act because the District employs fewer than 50 employees. Therefore, approval of leave is discretionary pursuant to this Section.

At the discretion of the General Manager, leave may be denied, modified, or limited if allowing such leave would result in the absence of over one third of the employees in the department. For purposes of this policy, the departments of the District are Administration, Recreation, and Grounds.

### **34. PREGNANCY LEAVE**

- A. Pregnancy leave will be provided in accordance with California law, with the following exceptions:
  - i. The female employee who becomes pregnant is entitled to pregnancy or childbirth leave of up to 4 months.
  - ii. The male or female employee who is the spouse or significant other to a woman giving birth is entitled to a maximum pregnancy leave of up to 4 months. Pregnancy must be verified in writing by the mother's physician.
  - iii. The District will pay the employer's share of an employee's medical insurance, as specified in Section 24, during a pregnancy leave of up to 4 months, for either:
    - A. The female employee who is pregnant; or
    - B. The male or female employee who is spouse or significant other to a woman giving birth.
- B. The employee may use family medical leave, as specified in Section 33, as part of the employee's pregnancy disability leave.
- C. When seeking leave, the employee must designate in writing whether the leave is a pregnancy leave or a family leave.

### **35. DISABILITY**

- A. In the event a regular employee becomes disabled, a reasonable effort will be made to accommodate the employee's continued employment if the employee can still perform the essential functions of his or her job as defined in



## Appendix A.

- B. The District will not be required as a reasonable accommodation to create additional employment that the District would not otherwise have created. The District will also not be required to discharge another employee, transfer an employee with more seniority, or promote any employee who is not qualified to do a job.
- C. If a pregnant employee requests a temporary transfer to a less strenuous or less hazardous available and necessary position for the duration of the pregnancy, the transfer will be made if it reasonably can be accomplished.

## 36. UNION AFFAIRS

### A. Union Security

- i. The District will deduct the dues of represented employees who have authorized the deductions in writing and will transmit the dues to the Union. The amount of dues deducted from Union members' pay checks will be changed by the District upon written request of the Union, when authorized in advance by the represented employees. The Union will notify the District two weeks in advance of any change to the dues rate.
- ii. The District will deduct an "agency shop fee" from the pay of any employee who is not a member of the Union. The Union will notify the District two weeks in advance of any change in the "agency shop fee" rate.

## 37. UNION ACCESS

- A. Union representatives will have access to represented employees for purposes of Union business during the employee's breaks and before and after work shifts. Union representatives will in no way disrupt the business of the District during such visits.
- B. The District agrees that during working hours, on the District's premises and without loss of pay, after obtaining approval from the General Manager, the Steward will be allowed to:
  - i. Transmit communications, which are authorized by the Union or its officers, to the District or its representatives;
  - ii. Consult with the District or its representatives concerning this MOU and the Manual.

Union members will not be discriminated against in any fashion. The District recognizes the right of the Union to have job stewards and such stewards will be allowed sufficient time during working hours (with the supervisor's

permission) for legitimate Union business. Union business will include, but not be limited to the investigating, processing, and representation of an employee with regard to appeals of disciplinary action and grievances. The Union shall train stewards and notify the District in writing of the employee acting as the representative steward to the District.

- C. Prior to beginning any meeting with a represented employee that may involve discipline or termination, the supervisor will inform the employee of his or her right to have a steward present. Meetings with employees for regular performance reviews will not be considered to involve discipline.
- D. The Steward will be given thirty (30) minutes with each new introductory employee during the first week of employment.
- E. Nothing herein is intended to deny employees the right to have an employee or union representation of their choosing during an investigatory interview that could lead to disciplinary action or deny them their Skelly rights.
- F. For purposes of bargaining, members of the Union bargaining team (no more than 2) will be given 1-hour time off with pay to prepare for each bargaining session.

### **38. OBLIGATION TO MEET AND CONFER**

- A. Prior to implementing any new practice or policy not covered by this MOU during the term of this MOU, which affects wages, hours, and terms and conditions of employment, the Union will be afforded reasonable advance notice and will have the right to meet and confer upon request. The District and the Union also agree to conduct quarterly meetings as may be deemed appropriate to discuss personnel matters.

### **39. GRIEVANCE PROCEDURE**

- A. Any regular employee who has a grievance, including an appeal of discipline up to and including termination, should first submit the grievance in writing to his or her immediate supervisor. A grievance can only arise out of a violation of this MOU by the District.
- B. If the matter cannot be resolved at the supervisory level, the employee will present the grievance to the General Manager in writing. Grievances shall be submitted within 10 working days from the date of the occurrence of the alleged violation of the MOU. Grievances shall not be submitted directly to the Board of Directors or the Personnel Committee until the General Manager has rendered a decision on the grievance. Failure to submit a grievance as stated in the policy shall constitute a waiver of the right to file a grievance regarding this matter.
  - i. The employee, steward, and the employee's supervisor will attend a meeting with the General Manager to discuss the unresolved grievance.

- ii. The General Manager will make a decision on the grievance and notify the employee of the decision in writing within 10 days from the date of the meeting or from a date mutually agreed upon in writing by the General Manager and the Union Steward or Employee.
- C. The decision of the General Manager may be appealed to the Personnel Committee of the District. A request for appeal must be made within 10 working days of the General Manager's written decision. The Personnel Committee will hear the matter within 30 working days after receipt of the Notice of Appeal unless an extension is granted in writing by the grievant or the Union Steward. The General Manager will be notified by the appellant in writing of any appeals made to the Personnel Committee.
- D. Either the employee, the Union Steward acting on behalf of the employee, or the General Manager may appeal the decision by the Personnel Committee to mediation within 10 working days. Failure to appeal within 10 working days shall constitute a waiver of the right to appeal.
  - i. The party that appeals the Personnel Committee decision will schedule a mediation within 20 working days following the appeal of a Personnel Committee decision.
  - ii. A mediator will be selected by mutual agreement by both parties within 20 working days of the date of appeal.
  - iii. Both parties shall make a reasonable good faith effort to avail themselves to a mutually agreed upon hearing date.
  - iv. Each party will pay their own costs and attorneys' fees, if any, and the fees of the mediator will be shared equally.
  - v. If a mediator cannot be agreed upon, a mediator will be obtained from the state mediation/conciliation service, the mediator being drawn by lot.
  - vi. Either the employee, the Union Steward acting on behalf of the employee, or the General Manager, may unilaterally waive the requirement for mediation and directly proceed to arbitration with or without reason within 10 working days from the date of notice by either party requesting mediation.
- E. Either the employee, the Union Steward acting on behalf of the employee, or the General Manager, may appeal the decision by the Personnel Committee to arbitration within 10 working days from the date of the mediation or from the date either party waives the mediation process. Failure to appeal within 10 working days shall constitute a waiver of the right to appeal.
  - i. The party that appeals the Personnel Committee decision will attempt to schedule an arbitration hearing within 30 working days following the appeal of a Personnel Committee decision.
  - ii. An arbitrator will be selected by mutual agreement by both parties within 20 working days of the date of appeal.

- iii. Both parties shall make a reasonable good faith effort to avail themselves to a mutually agreed upon hearing date.
- iv. Each party will pay their own costs and attorneys' fees, if any, and the fees of the arbitrator will be shared equally.
- v. If an arbitrator cannot be agreed upon, an arbitrator will be obtained from the state mediation/conciliation service, the arbitrator being drawn by lot.
- vi. Each party will pay their own costs and attorneys' fees, if any, and the fees of the arbitrator will be shared equally.
- vii. The proceedings will be governed by the rules of the "American Arbitration Association."

#### **40. PRIVILEGE OF CONSCIENCE DURING LABOR DISPUTES**

- A. No employee of the District will face disciplinary action or termination for refusing to cross a picket line lawfully sanctioned by the Tri-Counties Central Labor Council.

#### **41. CONTRACTING OUT**

- A. No Regular Employee of the District may be replaced through the contracting out of District tasks.

#### **42. BULLETIN BOARD**

- A. A bulletin board will be maintained in District Headquarters. Space will be provided on this board for use by the Union. The Steward(s) may post notices on the bulletin board.

#### **43. COPE CHECK-OFF**

- A. The District agrees to deduct and transmit to SEIU COPE, a minimum of fifty cents (\$.50) per pay period from the wages of each employee who voluntarily authorizes such a contribution on a form provided for that purpose by SEIU Local 620.
- B. These deductions/transmittals will occur for each payroll period and will be accompanied by a list of names of those employees for whom such deductions have been made and the amount deducted for each such employee.

#### **44. PERSONNEL EVALUATION**

- A. Purpose.

- i. Evaluations facilitate ongoing review of employee performance. A sample Personnel Evaluation Form is Appendix C to this MOU but may be modified at the discretion of the General Manager to facilitate evaluations.

B. Definition of the Rating Scale.

- i. The rating scale for evaluations is 0 through 10. The higher the number, the better the job performance. A rating of 7 is defined as the average performance level of employees who have comparable job assignments in government and industry.
- ii. Most ratings are expected to cluster at or above 7. A rating of 10 will be unusual. A rating of 6.0 or lower in any category should also be unusual and will be cause for immediate concern. Evaluations that average a rating of 6 or lower will be considered unsatisfactory. Workers receiving unsatisfactory evaluations will not be eligible for merit increases in pay.

**[Agreement Contingent on Withdrawal of All Pending Grievances as of Ratification]** – It is understood and agreed by the Union and the District that as consideration for the agreements reached in this MOU, the Union and Regular Employee will withdraw (with prejudice) all pending grievances as of the date of ratification. Should any of the grievances not be withdrawn, the MOU should not be deemed final or applicable as to the Regular Employee who maintains the grievance, and the benefits, including rates of pay and bonuses provided in this MOU should not apply to that Regular Employee.]

## 45. SIGNATURE PAGE

This Memorandum of Understanding (July 1, 2022 through June 30, 2025) between the Isla Vista Recreation & Park District and Service Workers International Union (SEIU) Local 620 is agreed upon this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

For the District:

For the Union:

\_\_\_\_\_  
Kimberly Kiefer,  
District General Manager

\_\_\_\_\_  
Darryl Scheck, SEIU Local 620

**APPENDIX A**  
**(JOB DESCRIPTIONS)**

**ISLA VISTA RECREATION AND PARK DISTRICT  
GROUNDS SUPERVISOR**

(This position is full time and has regular schedule of 40 hours per week)

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 within the job.

**DEFINITION**

The Grounds Supervisor reports to the General Manager and or Assistant General Manager. The Grounds Supervisor plans, directs, and supervises the fulfillment of public works improvements, and major maintenance projects, and routine maintenance projects

**SUPERVISION RECEIVED AND EXERCISED**

Reports directly to the General Manager and or Assistant General Manager. Exercise functional and technical supervision over all grounds staff.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Manage and plan construction and landscaping projects; supervise contractors; supervise district staff on projects.
2. Perform clerical tasks as required.
3. Supervise and train grounds maintenance workers; safety, organic gardening, equipment and machinery maintenance, building trades skills.
4. Basic hands on skills in all phases of construction.
5. Construction and facility design review as required and directed.
6. Supervise and train grounds safety procedures to all staff.
7. Monitor project expenditures and authorize project and maintenance expenditures under provided authority.
8. Adhere to all permit requirements on construction projects.
9. Participate in a variety of park, and grounds maintenance duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering plants and trees and sweeping.
10. Inspect playground equipment and remove possible hazards to ensure safety.
11. Pick up litter from grounds and empty trash containers throughout parks and recreation areas.
12. Patrol and inspect parks to ensure safety of the public; note potential safety hazards; review with supervisor for appropriate action.
13. Inspect, maintain, and repair playground equipment.
14. Participate in pest control operations as needed and with proper authority.
15. Direct preparation of District special projects and events.
16. Assist with cleaning projects as needed.

17. Prepare reports on safety inspections.
18. Maintain records on preventative maintenance inspections and repairs of District equipment.
19. Clean and stock park bathrooms.
20. Participate in setting forms, mixing, pouring, and finishing concrete.
21. Participate in the installation and maintenance of irrigation systems.
22. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. District operations, services, and activities of the District grounds and facilities maintenance repair program.
2. Principles of supervision, training, and performance evaluation.
3. Methods, materials, tools, and techniques used in park maintenance and improvements projects.
4. Principles and practices of ornamental horticulture.
5. Occupational hazards and standard safety precautions necessary in the work.
6. Principles and practices of budgeting
7. Organic gardening.
8. Applicable mathematical principles.

### **Ability to:**

1. Supervise, organize, and review the work of subordinate level Grounds Workers.
2. Select effective and efficient project and maintenance teams.
3. Supervise, train, and participate in the evaluation process of Grounds Staff.
4. Read and interpret blueprints.
5. Interpret and apply administrative and departmental policies and procedures.
6. Operate a bicycle safely.
7. Instruct grounds workers in a variety trade skills.
8. Meet schedules and time lines.
9. Maintain accurate and complete records.
10. Observe safety hazards and to react accordingly.
11. Understand and follow oral and written instructions.
12. Communicate orally in a clear and concise manner.
13. Establish and maintain effective working relationships with those contacted in the course of work.
14. Analyze problems, identify alternative solutions, and project consequences of proposed actions and implement recommendations in support of goals.



15. Ability to work long hours with regular attendance under stress.
16. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Sitting or walking for extended periods of time
  - B. Operating assigned maintenance equipment
  - C. Walking or lifting materials.
17. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Reading and writing.
  - D. Operating assigned equipment and vehicles

**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 knowledge and abilities would be working at private or public park and recreation facilities. Additionally, managing private apartment complexes or homeowner associations.

**Experience & Training:**

Four years of increasingly responsible experience in the maintenance and repair of municipal park grounds facilities including one year of supervisory responsibility. Equivalent to the completion of the twelfth grade supplemented by specialized course work in grounds maintenance or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license. Possession of, or ability to obtain, a Pesticide Applicator's License (PAL). Possession of, or ability to obtain, a Certified Playground Inspector's License.

**WORKING CONDITIONS****Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions.

**Physical Conditions:**

Essential and marginal functions required physical conditions necessary for sitting, standing or walking for prolonged periods of time; and operating motorized vehicles and may require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment.

**CAREER PATH**

Assistant General Manager  
General Manager

**ISLA VISTA RECREATION & PARK DISTRICT**  
**FULL CHARGE BOOKKEEPER**

(This position is full time and has regular schedule of 40 hours per week)

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 within the job.

**DEFINITION**

To perform accounting and bookkeeping work related to District management, budget review, and revenue processing; to maintain fiscal files and to oversee revenue collection efforts; and to produce a variety of financial reports.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from General Manager, Assistant General Manager, or Executive Assistant in absence of the General Manager.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Perform accounting work related to maintaining a variety of funds and general ledgers; prepare monthly fiscal reports and special reports relating to the progress of assigned funds.
2. Monitor funds collected; ensure that funds are being deposited to the correct funds and accounts; assist auditors with yearly audit.
3. Participate in the compilation and preparation of the budget; prepare cash flow and expenditure projects; provide yearly revenue forecasts; coordinate and analyze revenues and expenditures.
4. Prepare annual Fiscal Year End Reports; prepare statistical financial reports; enter update information into the database and maintain accurate financial reports.
5. Maintain and reconcile a variety of ledgers, reports, and accounting records; examine and correct accounting transactions to ensure accuracy; reconcile financial reports.
6. Provide technical assistance and training to District staff in matters related to financial accounting and budget administration.
7. Monitor and balance various accounts verify availability of funds; classify expenditures; research and analyze transactions to resolve problems.
8. Recommend and implement changes in accounting and auditing systems and procedures.
9. Prepare and post journal entries to record revenues, transfers, payments, and correct expenditures.
10. Coordinate and prepare journal entry reclassification of payroll processing.
11. Enter data into a computer from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness; assist in the compilation of reports.

12. Prepare payroll distribution, analyze reports and post payroll to statistical reports as required. Review time-card data entry for errors.
13. Calculate and collect fees, issue receipts for fees collected; receive and reconcile cash receipts.
14. Participate in routine record keeping duties; participate in accounts receivable and payable activities; prepare bank deposits. Reconcile revolving accounts, deposits, and statements.
15. Operate a variety of office equipment including a switchboard, copier, facsimile machine, microfilm machine, cash register, and computer; input and retrieve data and text; organize and maintain disk storage and filing.
16. Participate in the maintenance of a complex fiscal records filing system; perform various clerical duties in support of assigned functions.
17. Assisting with public requests for fiscal information.
18. Maintain Work-Study files, including time cards and account balances distributions to Regents of California.
19. Maintaining District fiscal procedures.
20. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Generally accepted accounting principles and procedures.
2. Principles and practices of budgeting.
3. Modern office methods, practices, procedures, and computer equipment.
4. Governmental accounting principles and practices.
5. Complex principles and practices of budgeting.
6. Sound principles and practices of financial auditing.
7. Financial research and report preparation methods and techniques.
8. Automated financial management systems.

### **Ability to:**

1. Prepare a variety of financial statements, reports, and analyses.
2. Learn governmental accounting principles and practices.
3. Learn law regulating public and fiscal operations.
4. Answer the telephone and wait on the general public, provide information on District policies and procedures as required.
5. Examine and verify a wide variety of financial documents and reports.
6. Operate a computer including a variety of software programs.
7. Develop and implement accounting system modifications.

8. Analyze and interpret complex financial and accounting records.
9. Utilize computer equipment and software to produce complex reports, informational items, tracking systems and related documents.
10. Apply Federal, State and local laws and regulations pertaining to accounting and auditing activities.
11. Perform a wide variety of clerical duties in support of assigned function.
12. Operate a bicycle safely.
13. Type at a speed adequate for completing assigned tasks.
14. Meet schedules and time lines.
15. Maintain accurate and complete records.
16. Observe safety hazards and to react accordingly.
17. Understand and follow oral and written instructions.
18. Communicate clearly and concisely, both orally and in writing.
19. Establish and maintain effective working relationships with those contacted in the course of work.
20. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Sitting for extended periods of time
  - B. Operating assigned maintenance equipment.
21. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Reading and writing
  - D. Operating assigned equipment and vehicles.

**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 knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible accounting experience preferably in a government or fund based accounting setting.

**Training:**

Equivalent to the completion of twelfth grade. Additional specialized training in accounting, business administration, or a related field is desirable.

**License or Certificate:**

Possession or ability to obtain, an appropriate, valid class "C" driver's license.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office environment; work with computers and related office equipment.

### **Physical Conditions:**

Essential functions require maintaining a physical condition necessary for sitting for prolonged periods of time.

## **CAREER PATH**

Assistant General Manager

General Manager

**ISLA VISTA RECREATION & PARK DISTRICT**  
**DISTRICT CLERK**

(This position is full time and has regular schedule of 40 hours per week)

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 within the job.

**DEFINITION**

To perform a variety of clerical and/or accounting duties in support of I.V. Board of Directors and Committees; to develop and input board meetings minutes data into a computer terminal; to assist and inform the public on District policies and procedures; and to assist with basic sorting, filing, copying or basic clerical accounting activities as needed.

**DISTINGUISHING CHARACTERISTICS**

The District Clerk performs a full range of duties as assigned including complex typing, research, or data entry assignments. Incumbents in this class may answer phones and perform basic sorting, filing, copying as required, in addition to the broader range of office support functions assigned. Employees at this level receive instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the office work unit. Employees in this class are distinguished from the Executive Assistant in that the Executive Assistant assumes a more comprehensive responsibility for coordinating office support functions and may exercise functional and technical supervision over lower level staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the General Manager, Assistant General Manager and/or the Executive Assistant in the absence of the General Manager or Assistant General Manager. Exercises authority over clerical office assistants.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Type, proofread and word process a variety of documents and forms including general correspondence, reports, orders and memoranda from rough drafts, written or verbal instructions.
2. Enter data into a computer from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness; assist in the compilation of reports.
3. Calculate and collect fees, issue receipts for fees collected; receive and reconcile cash receipts.
4. Operate a variety of office equipment including a switchboard, copier, facsimile machine, microfilm machine, cash register, and computer; input and retrieve data and text; organize and maintain disk storage and filing.
5. Participate in the maintenance of a complex filing system; perform various clerical duties in support of assigned functions.
6. Answer the telephone and wait on the general public; provide information on District policies and procedures as required.

7. Process the mail including receiving, sorting, and distributing incoming and outgoing correspondence.
8. Taking accurate minutes of Board and committee meetings.
9. Taking accurate minutes and preparation of agendas for safety meetings; Maintain file on safety minutes and agendas; Send agendas and minutes to insurance representatives as required.
10. Designing and maintaining an index of District actions.
11. Drafting and producing formal District correspondence as per the minutes, production of Board packets, and providing other information when feasible.
12. Maintain the District Seal.
13. Mailing District agendas and maintaining formal District mailing lists.
14. Maintain District Agenda record books.
15. Assisting with public requests for information of Board policies and actions.
16. Maintaining District Policy Manuals and important Board approved documents.
17. Assisting with Board meeting arrangements and preparing audio-visual materials.
18. General Assistance to Board members in relation to their official duties, including travel arrangements, seminars, participation in District member agencies.
19. Administrate the community garden program; conduct routine inspection of plots; communicate garden regulations to tenants; bill tenants on a quarterly basis; collect fees, record fees paid; issue quarterly newsletter in English and Spanish; maintain waiting list for gardens.
20. Rent out parks for events; inform public members regarding complex park regulations; collect all fees and deposits, keep records; coordinate inspection and clean-up with grounds staff; submit paperwork for deposit refunds to accounting; follow up on all details for park events.
21. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Modern office procedures, methods and computer equipment
2. Principles and procedures of filing.
3. English usage, spelling, grammar, and punctuation.
4. Basic mathematical principles.

### **Ability to:**

1. Perform a wide variety of clerical duties in support of assigned function.
2. Participate in routine record keeping duties; participate in accounts receivable and payable activities.
3. Participate in the requisition of materials and supplies.
4. Operate a bicycle safely.

5. Operate office equipment including a computer and telephone switchboard.
6. Type at a speed adequate for completing assigned tasks.
7. Meet schedules and time lines.
8. Maintain accurate and complete records.
9. Observe safety hazards and react accordingly.
10. Understand and follow oral and written instructions.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work.
13. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Sitting for extended periods of time
  - B. Operating assigned maintenance equipment
14. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Reading and writing
  - D. Operating assigned equipment and vehicles

### **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 knowledge and abilities would be:

#### **Experience:**

Two years of general clerical experience. Experience working with the public is desirable.

#### **Training:**

Equivalent to the completion of twelfth grade. Additional specialized clerical training is desirable.

#### **License or Certificate:**

Possession ability to obtain, an appropriate, valid class "C" driver's license.

## **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; work with computers and related office equipment.

#### **Physical Conditions:**

Essential functions require maintaining a physical condition necessary for sitting for prolonged periods of time.



## **CAREER PATH**

Executive Assistant

Assistant General Manager

General Manager

**ISLA VISTA RECREATION & PARK DISTRICT  
EXECUTIVE ASSISTANT**

(This position is full time and has regular schedule of 40 hours per week)

**(Effective the execution date of this MOU, a \$2/hr pay increase will be applied to the wage of the current position holder, and \$2/hour has been added to all steps of the Executive Assistant pay scale. (See Appendix B)**

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 within the job.

**DEFINITION**

To perform a wide variety of responsible and complex administrative, secretarial, and clerical duties assigned by the General Manager and/or Assistant General Manager. The Executive Assistant coordinates and supervises office functions in support of the District's goals and objectives; and to provide information and assistance to the public regarding District policies and procedures.

**DISTINGUISHING CHARACTERISTICS**

The Executive Assistant performs a full range of duties as assigned including complex typing, research, or data entry assignments. The Executive Assistant coordinates routine tasks and special projects performed by other office personnel. Incumbents in this class may answer phones and perform basic sorting, filing, copying as required, in addition to the broader range of office planning and organization functions assigned. Employees at this level receive instruction and are fully aware of the operating procedures and policies of the office work unit.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the General Manager and/or Assistant General Manager. Exercises supervision over other clerical staff and Work Study Students when the General Manager and/or Assistant General Manager is not present. Coordinates projects and routine tasks with other Office Staff.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Perform complex administrative, secretarial and clerical duties in support of the General Manager and/or Assistant General Manager; recommend and implement improvements in the work flow, procedures and use of equipment and forms.
2. Participate in the duties relating to the administration of the District; participate in preparing comprehensive reports, minutes of meetings, and agendas for meetings; compile annual budget requests.
3. Type, proofread and word process a variety of documents and forms including general correspondence, reports, orders and memoranda from rough drafts, written or verbal instructions.
4. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records of attendance, facilities usage, service levels, permits and related records; prepare statistical reports as required.

5. Maintain a calendar of activities, meetings, and various events for General Manager and/or Assistant General Manager; coordinate activities with other public agencies, make travel arrangements as required.
6. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities.
7. Enter data into a computer from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness; assist in the compilation of reports.
8. Calculate and collect fees, issue receipts for fees collected; receive and reconcile cash receipts.
9. Operate a variety of office equipment including a switchboard, copier, facsimile machine, microfilm machine, cash register, and computer; input and retrieve data and text; organize and maintain disk storage and filing.
10. Participate in the maintenance of a complex filing system; perform various clerical duties in support of assigned functions.
11. Provide information and forms to the public as needed; apply District policies and procedures in determining completeness of applications, forms, records and reports.
12. Assist in a variety of District operations; perform special projects and assignments as requested.
13. Contact the public and outside agencies in acquiring and providing information and making referrals.
14. Receive, sort, and distribute incoming and outgoing correspondence.
15. Oversee in the requisition of office materials and supplies.
16. Answer the telephone and wait on the general public; provide information on District policies and procedures as required.
17. Manage the filing and retrieval of documents and computer files.
18. Prepare agendas for and take accurate minutes of safety meetings; maintain file of agendas, minutes and safety inspections; send agendas and minutes to insurance representatives as required.
19. Administer the community garden program; conduct routine inspection of garden plots; communicate garden regulations to tenants and consequences of violations; bill tenants on a quarterly basis; collect fees, record fees paid; issue quarterly newsletter in English and Spanish; maintain waiting list for gardens.
20. Train other and/or new employees in office procedures.
21. Administer and maintain personnel, training and medical records.
22. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operations, services, and activities of District.

2. Business letter writing and basic spreadsheet reports, and computer equipment.
3. Principles and procedures of record keeping.
4. Modern office procedures, methods and computer equipment
5. English usage, spelling, grammar, and punctuation.
6. Mathematical principles.

**Ability to:**

1. Independently perform the most difficult secretarial and administrative support services.
2. Interpret, explain, and enforce District policies and procedures.
3. Perform responsible and difficult secretarial work involving the use of independent judgment and personal initiative.
4. Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.
5. Operate a bicycle safely.
6. Independently prepare correspondence and memoranda.
7. Take and transcribe dictation, if required by the position, at a speed necessary for successful job performance.
8. Perform a wide variety of clerical duties in support of assigned function.
9. Work cooperatively with other public agencies and District Staff.
10. Type at a speed adequate for completing assigned tasks.
11. Meet schedules and time lines.
12. Maintain accurate and complete records.
13. Observe safety hazards and to react accordingly.
14. Understand and follow oral and written instructions.
15. Communicate clearly and concisely, both orally and in writing.
16. Establish and maintain effective working relationships with those contacted in the course of work.
17. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Sitting for extended periods of time
  - B. Operating assigned maintenance equipment
18. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Reading and writing.
  - D. Operating assigned equipment and vehicles

**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 knowledge and abilities would be:

**Experience:**

Three years of increasingly responsible secretarial experience including some administrative secretarial experience.

**Training:**

Equivalent to the completion of twelfth grade supplemented by specialized secretarial training. Associates level degree in business administration or a related field are desirable.

**License or Certificate:**

Possession of, or ability to obtain, a valid class "C" driver's license.

**WORKING CONDITIONS****Environmental Conditions:**

Office environment; work with computers and related office equipment.

**Physical Conditions:**

Essential functions require maintaining a physical condition necessary for sitting for prolonged periods of time.

**CAREER PATH**

Assistant General Manager

General Manager

**ISLA VISTA RECREATION AND PARK DISTRICT**  
**GROUNDWORKER LEAD**

(This position is full time and has regular schedule of 40 hours per week)

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 within the job.

**DEFINITION**

To perform a variety of routine duties involved in the planning, care, and maintenance of park, recreational grounds; and to perform special projects as required.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level class in the Grounds Maintenance series. This class is distinguished from the Grounds Maintenance Worker by the performance of the more complex tasks and duties assigned including skilled grounds maintenance activities and supervision of other grounds staff.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Grounds Supervisor, Assistant General Manager, and/or General Manager. Under general supervision, incumbents serve as working supervisors of one or more Grounds crews. Incumbents typically transmit and explain work orders to Groundskeepers and other operational level grounds personnel help workers or supervisor solve work problems, see that assignments are completed satisfactorily, and perform the range of essential functions. Additionally, incumbents have responsibilities for making or modifying daily work assignments of grounds crewmembers.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Participate in a variety of park, and grounds maintenance duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering plants and trees and sweeping.
2. Maintain and renovate turf areas.
3. Inspect playground equipment and remove possible hazards to ensure safety.
4. Pick up litter from grounds and empty trash containers throughout parks and recreation areas.
5. Patrol and inspect parks to ensure safety of the public; note potential safety hazards; review with supervisor for appropriate action.
6. Plan, organize, and assist with the installation of park improvements.
7. Inspect, maintain, and repair playground equipment.
8. Participate in pest control operations as needed and with proper authority.
9. Direct preparation of District special projects and events.
10. Assist with cleaning projects as needed.
11. Prepare reports on safety inspections.

12. Maintain records on preventative maintenance inspections and repairs of District equipment.
13. Clean and stock park bathrooms.
14. Participate in setting forms, mixing, pouring, and finishing concrete.
15. Participate in the installation and maintenance of irrigation systems.
16. Answer questions and assist the public as needed within the scope as Grounds Worker Lead.
17. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Care, operation and maintenance of a variety of power tools and equipment.
2. Techniques of lawn and garden care.
3. Principles and practices of maintenance including the pruning and trimming of a variety of shrubs
4. Proper watering techniques as applied to individual plant life.
5. Organic gardening techniques.
6. Safe work practices.

### **Ability to:**

1. Learn the care, operation, and maintenance of a variety of power tools and equipment.
2. Operate a bicycle safely.
3. Learn the principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs.
4. Learn proper watering techniques as applied to individual plant life.
5. Observe safety hazards and to react accordingly.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with those contacted in the course of work.
7. Select, supervise, train, and evaluate Grounds Staff.
8. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time
  - B. Operating assigned maintenance equipment
9. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations

- B. Communicating with others
- C. Operating assigned maintenance equipment and vehicles.

**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 knowledge and abilities would be:

**Experience:**

One year of general grounds maintenance experience is desirable or one year as a Grounds Worker I.

**Training:**

Formal or informal education or training, which ensures the ability to read and write at a level necessary for successful job performance, supplemented by, specialized training in maintenance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license. Possession of, or ability to obtain, a Pesticide Applicator's License (PAL). Possession of, or ability to obtain, a Certified Playground Inspector's License.

**WORKING CONDITIONS****Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions.

**Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment.

**CAREER PATH**

Grounds Supervisor  
Assistant General Manager  
General Manager



**ISLA VISTA RECREATION AND PARK DISTRICT  
GROUNDS WORKER**

(This position is full time and has regular schedule of 40 hours per week)

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 within the job.

**DEFINITION**

To perform a variety of routine duties involved in the planning, care, and maintenance of park, recreational grounds; and to perform special projects as required.

**DISTINGUISHING CHARACTERISTICS**

This is the entry-level position. This class is distinguished from the Grounds Lead by the performance of the more routine task and duties. Since this class is an entry-level class, employees may have only limited related work experience.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from higher-level maintenance staff. Exercise supervision over community service work-study students, volunteers, and SWAP workers

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Participate in a variety of park, and grounds maintenance duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering plants and trees and sweeping.
2. Maintain and renovate turf areas.
3. Prepare reports on safety inspections.
4. Maintain records on preventative maintenance inspections and repairs of District equipment.
5. Inspect playground equipment and remove possible hazards to ensure safety.
6. Pick up litter from grounds and empty trash containers throughout parks and recreation areas.
7. Patrol and inspect parks to ensure safety of the public; note potential safety hazards; review with supervisor for appropriate action.
8. Assist in the installation of park improvements.
9. Inspect, maintain, and repair playground equipment.
10. Participate in pest control operations as needed and with proper authority.
11. Assist in preparing for District special projects and events.
12. Assist with cleaning projects as needed.
13. Clean and stock park bathrooms.
14. Participate in setting forms, mixing, pouring, and finishing concrete.

15. Participate in the installation and maintenance of irrigation systems.
16. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic techniques of lawn and garden care.
2. Organic gardening techniques.
3. Basic safety practices.

### **Ability to:**

1. Learn the care, operation, and maintenance of a variety of power tools and equipment.
2. Learn the principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs.
3. Learn proper watering techniques as applied to individual plant life.
4. Operate a bicycle safely.
5. Observe safety hazards and to react accordingly.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Establish and maintain effective working relationships with those contacted in the course of work.
9. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time
  - B. Operating assigned maintenance equipment
10. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Operating assigned maintenance equipment and vehicles.

### **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 knowledge and abilities would be:

### **Experience:**

One year of grounds work experience is desirable but not necessary.

**Training:**

Formal or informal education or training, which ensures the ability to read and write at a level necessary for successful job performance, supplemented by, specialized training in maintenance.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license.

**WORKING CONDITIONS****Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions.

**Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment.

**CAREER PATH**

Grounds Lead

Grounds Supervisor

Assistant General Manager

**ISLA VISTA RECREATION AND PARK DISTRICT  
RECREATION COORDINATOR**

(This position is full time and has regular schedule of 40 hours per week)

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 within the job.

**DEFINITION**

Under the direction of the General Manager and/or Assistant General Manager, the Recreation Coordinator is responsible to implement, organize and coordinate Isla Vista Recreation programs.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level position. This classification is directly responsible for the organization, planning and implementation of Recreation Programs as distinguished from the Recreation Assistant by the performance of the more routine tasks related to the organization, planning and implementation of Recreation Programs.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the General Manager, Assistant General Manager and/or Executive Assistant in the absence of the General Manager and/or Assistant General Manager. Exercise functional and technical supervision over the Assistant Recreation Coordinator, volunteers, contractors, and vendors for the event

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Administration of Recreation Programs.
2. Monitor program to ensure compliance with laws, rules, and regulations related to recreation related services.
3. Research recreational programming opportunities; prepare cost estimates.
4. Maintain Safe Recreation area(s) and program(s).
5. Develop and coordinate activities calendar.
6. Communicate concerns and needs of program(s).
7. Manage records, purchasing, and supplies of program.
8. Supervise Work-Study, intern, and volunteer employees.
9. Supervise the issuance, use, care, and maintenance of recreational supplies and equipment.
10. Maintain awareness of new developments in the field of recreation; incorporate new developments, as appropriate.
11. Prepare and give reports on program(s) to the General Manager.
12. Solicit, consider, and respond to input from other recreation agencies and public members.
13. Development of new recreation programming including identifying and contacting

- potential sources of funding.
14. Administration, coordination, and organization of sponsored and co-sponsored festivals.
  15. Prepare and give reports on financial and staff requirements of sponsoring and co-sponsoring festivals.
  16. Solicit, consider, and respond to public input regarding recreation facilities improvements.
  17. Prepare reports and make recommendations concerning capital recreation improvements.
  18. Works and communicates well with children of all ages.
  19. Perform recreation related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operations, services, and activities of recreational programs.
2. Modern principles and practices of recreational program development and implementation.
3. Pertinent Federal, State, and local laws, codes and safety regulations.
4. Recent developments, current literature, and sources of information related to recreation services, planning, and administration.

### **Ability to:**

1. Oversee, direct, and train lower level staff and volunteers.
2. Coordinate, direct, and implement recreation programs suited to the needs of the community.
3. Elicit community and organizational support for recreation programs.
4. Learn appropriate computer skills to fulfill the essential functions of the position.
5. Observe safety hazards and to react accordingly.
6. Understand and follow oral and written instructions.
7. Meet deadlines in a timely manner.
8. Communicate clearly and concisely, both orally and in writing.
9. Communicate orally, both clearly and concisely in Spanish.
10. Operate a bicycle safely.
11. Establish and maintain effective working relationships with those contacted in the course of work, including the general public and children.
12. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time

- B. Operating assigned equipment
- 13. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Operating assigned equipment and vehicles.

### **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 knowledge and abilities would be:

#### **Experience:**

Two years of responsible experience in recreation services and programming or education.

#### **Training:**

Associate degree from an accredited college or university with major work in recreation administration, physical education, or a related field.

#### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license and CPR certificate.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions, work closely with others

#### **Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment. Ability to remain free from infection of Tuberculosis.

### **CAREER PATH**

Grounds Worker II  
Grounds Manager  
Assistant General Manager  
General Manager

## **ISLA VISTA RECREATION AND PARK DISTRICT ASSISTANT RECREATION COORDINATOR**

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 within the job.

### **DEFINITION**

Under the direction of the Recreation Coordinator, the Assistant Recreation Coordinator is responsible for assisting with the implementation, organization, and coordination of Isla Vista Recreation programs.

### **DISTINGUISHING CHARACTERISTICS**

This is an entry-level position. This position is distinguished from the Recreation Coordinator by the performance of the more routine tasks related to the organization, planning and implementation of Recreation Programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives direction from the Recreation Coordinator Assistant General Manager and/or General Manager. Exercises functional and technical supervision over Work-Study employees, interns, volunteers, contractors, and vendors for events.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

#### **Essential Functions:**

1. Administration of recreation programs.
2. Monitoring program to ensure compliance with laws, rules and regulations related to recreation related services.
3. Maintaining safe recreation area(s) and program(s).
4. Coordinate activities calendar.
5. Communicate concerns and needs of program(s).
6. Manage records, purchasing, and supplies of program.
7. Supervise Work-Study, intern, and volunteer employees involved with recreation programs.
8. Supervise the issuance, use, care, and maintenance of recreational supplies and equipment.
9. Prepare and give reports on program(s).
10. Development of new recreation programming including identifying and contacting potential sources of funding.
11. Administration, coordination, and organization of sponsored and co-sponsored festivals.
12. Prepare and give reports on financial and staff requirements of sponsoring and co-sponsoring festivals.
13. Soliciting, considering, and responding to public input regarding recreation facilities improvements.

14. Prepare reports and make recommendations concerning capital recreation improvements.
15. Perform recreation related duties as required

## **QUALIFICATIONS**

### **Knowledge of:**

1. Operations, services, and activities of recreational programs.
2. Modern principles and practices of recreational program development and implementation.
3. Pertinent Federal, State, and local laws, codes and safety regulations.
4. Recent developments, current literature, and sources of information related to recreation services, planning, and administration.

### **Ability to:**

1. Oversee, direct, and train lower level staff and volunteers.
2. Coordinate, direct, and implement recreation programs suited to the needs of the community.
3. Elicit community and organizational support for recreation programs.
4. Learn appropriate computer skills to fulfill the essential functions of the position.
5. Observe safety hazards and to react accordingly.
6. Understand and follow oral and written instructions.
7. Communicate clearly and concisely, both orally and in writing.
8. Operate a bicycle safely.
9. Establish and maintain effective working relationships with those contacted in the course of work, including the general public.
10. Work and communicate well with children of all ages.
11. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time
  - B. Operating assigned maintenance equipment
12. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Operating assigned maintenance equipment and vehicles.

### **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 knowledge and abilities would be:



**Experience:**

Two years of responsible experience in recreation services and programming.

**Training:**

Related course work in recreation administration, physical education, or a related field.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license and a CPR certificate.

**WORKING CONDITIONS****Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions, work closely with others

**Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment. Ability to remain free from infection of Tuberculosis.

**CAREER PATH**

Assistant Recreation Coordinator  
Recreation Coordinator  
Assistant General Manager  
General Manager

**ISLA VISTA RECREATION AND PARK DISTRICT**  
**HALLOWEEN/DIA DE LOS MUERTOS FESTIVAL**  
**COORDINATOR**  
(This position is seasonal)

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 within the job.

**DEFINITION**

To coordinate the annual Halloween/Dia de los Muertos Festival; to oversee and participate in all work activities to perform a variety of technical tasks relative to assigned area of responsibility.

**DISTINGUISHING CHARACTERISTICS**

This may be a entry-level position or promoted from Recreation Assistant. This position is distinguished from the Recreation Assistant by the performance of the tasks related to the organization, planning, and implementation of the annual Halloween/Dia de los Muertos Festival.

**SUPERVISION RECEIVED AND EXERCISED**

Receives direction from a Recreation Coordinator Assistant General Manager and/or General Manager. Exercises functional and technical supervision over volunteers, contractors, and vendors for the event.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Coordinate location and revenue collection of vending booths.
2. Enforce vendor guidelines and procedures.
3. Coordinate preparation and distribution of committee minutes.
4. Coordinate entertainment shows.
5. Coordinate festival activities with County and other agencies.
6. Prepare reports and recommendations to committee.
7. Purchase needed supplies and equipment for festival.
8. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

1. Operations, services, and activities of organizing a festival.
2. Modern principles and practices of festival implementation.
3. Pertinent Federal, State, and local laws, codes and safety regulations.
4. Recent developments, current literature, and sources of information related to festival coordination, planning, and administration.

**Ability to:**

1. Learn appropriate computer skills to fulfill the essential functions of the position.
2. Observe safety hazards and to react accordingly.
3. Understand and follow oral and written instructions.
4. Communicate clearly and concisely, both orally and in writing.
5. Operate a bicycle safely.
6. Establish and maintain effective working relationships with those contacted in the course of work, including the general public.
7. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time
  - B. Operating assigned maintenance equipment
8. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Operating assigned maintenance equipment and vehicles.

**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 knowledge and abilities would be:

**Experience:**

Experience in a increasingly responsible position of administering recreation programs or festivals.

**Training:**

Associate degree from an accredited college or university with major work in recreation administration, physical education is desired, or a related field or at least two years of completed college level work towards a bachelors degree.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license.

**WORKING CONDITIONS****Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions.

**Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment.

**CAREER PATH**

Staff Recreation Assistant  
Recreation Coordinator  
Executive Assistant  
Assistant General Manager  
General Manager

**ISLA VISTA RECREATION AND PARK DISTRICT**  
**ADOPT-A-BLOCK SUPERVISOR**

(This position is full time and has regular schedule of 40 hours per week)

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 within the job.

**DEFINITION**

The Adopt-A-Block Supervisor is responsible to implement, organize, and coordinate Isla Vista's Adopt-A-Block and manual trash pickup programs.

**DISTINGUISHING CHARACTERISTICS**

This is a journey level position. This position is distinguished from the Adopt-A-Block Assistant by the performance of tasks and duties related to organization, planning and complex program coordinating duties. Employees should have directly related work experience in event planning, fund raising and volunteer coordination.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the General Manager or Assistant General Manager, the Adopt-A-Block Supervisor is responsible to implement, organize and coordinate Isla Vista's "Adopt a Block" trash pickup programs. The Adopt-A-Block Supervisor exercises technical and functional supervision over the Adopt-A-Block Assistant.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may include, but are not limited to, the following:

**Essential Functions:**

1. Supervise and coordinate Community Service Volunteers and Sheriff Work Alternative Program Workers as directed.
2. Enforce Community Service Worker, Volunteer, and Sheriff Work Alternative Program Worker guidelines and procedures.
3. Coordinate filing of Adopt-A-Block documents with office staff.
4. Solicit local businesses for donations to the Adopt a Block program. Manage and document participating business donations. Maintain complete records.
5. Operate a bicycle safely.
6. Coordinate litter law enforcement and litter clean up with County and other agencies.
7. Train safety procedures to Adopt-A-Block program participants.
8. Perform litter control tasks.
9. Purchase needed supplies and equipment for Adopt-A-Block Program.
10. Prepare detailed reports on information and statistics related to the Adopt-A-Block program.
11. Coordinate mechanical street-sweeping with Goleta West Sanitary District and all other agencies.
12. Pick up and carry bags of trash for three to five hours per day.
13. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic Safety Practices.

### **Ability to:**

1. Learn appropriate computer skills to fulfill the essential functions of the position.
2. Learn the care, operation, and maintenance of tools employed for the position.
3. Observe safety hazards and to react accordingly.
4. Understand and follow oral and written instructions.
5. Operate a bicycle safely.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain effective working relationships with those contacted in the course of work.
8. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time
  - B. Operating assigned maintenance equipment
9. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Operating assigned maintenance equipment and vehicles.

### **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 knowledge and abilities would be:

#### **Experience:**

One year of volunteer coordination, program organization and planning, or grounds maintenance experience is desirable.

#### **Training:**

Formal or informal education or training, which ensures the ability to read and write at a level necessary for successful job performance, supplemented by, specialized training in maintenance.

#### **License or Certificate**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions.

### **Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment.

## **CAREER PATH**

Grounds Maintenance Worker

Grounds Lead

Grounds Supervisor

Assistant General Manager

General Manager

**ISLA VISTA RECREATION AND PARK DISTRICT**  
**ADOPT-A-BLOCK ASSISTANT**

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 within the job.

**DEFINITION**

The Adopt-A-Block Assistant is responsible for assisting the Adopt-A-Block Supervisor in implementing, organizing and coordinating Isla Vista's "Adopt a Block" and manual trash pickup programs.

**DISTINGUISHING CHARACTERISTICS**

This is an entry-level position. This position is distinguished from the Adopt-A-Block Supervisor by the performance of the more routine task and duties assigned to the position including less complex cleaning duties. Since this class is an entry-level class, employees may have only limited or no directly related work experience.

**SUPERVISION RECEIVED AND EXERCISED**

Under the direction of the Adopt-A-Block Supervisor, Assistant General Manager and/or General Manager the Adopt-A-Block Assistant is responsible to assist with implementing, organizing and coordinating Isla Vista's "Adopt a Block" and manual trash pickup programs. The Adopt-A-Block Assistant exercises technical and functional supervision over the volunteers, community service and sheriff work alternative programs workers.

**ESSENTIAL FUNCTIONS STATEMENT** - Essential duties may included, but are not limited to, the following:

**Essential Functions:**

1. Supervise and coordinate Community Service Volunteers and Sheriff Work Alternative Program Workers as directed.
2. Enforce Community Service Worker, Volunteer, and Sheriff Work Alternative Program Worker guidelines and procedures.
3. Assist with the filing of Adopt-A-Block documents with Office Staff.
4. Operate a bicycle safely.
5. Coordinate litter law enforcement and litter clean up with County and other agencies.
6. Train safety procedures to Community Service Workers.
7. Sweep streets and perform litter control tasks.
8. Purchase needed supplies and equipment for Adopt-A-Block program.
9. Coordinate mechanical street-sweeping with Goleta West Sanitary District.
10. Pick up and carry bags of trash for three to five hours per day.
11. Perform related duties and responsibilities as required.



## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic Safety Practices.

### **Ability to:**

1. Learn appropriate computer skills to fulfill the essential functions of the position.
2. Learn the care, operation, and maintenance of tools employed for the position.
3. Observe safety hazards and to react accordingly.
4. Understand and follow oral and written instructions.
5. Operate a bicycle safely.
6. Communicate clearly and concisely, both orally and in writing.
7. Establish and maintain effective working relationships with those contacted in the course of work.
8. Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following:
  - A. Walking and standing for extended periods of time
  - B. Operating assigned maintenance equipment
9. Maintain effective audio-visual discrimination and perception needed for:
  - A. Making observations
  - B. Communicating with others
  - C. Operating assigned maintenance equipment and vehicles.

### **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 knowledge and abilities would be:

#### **Experience:**

One year of grounds maintenance experience is desirable.

#### **Training:**

Formal or informal education or training, which ensures the ability to read and write at a level necessary for successful job performance, supplemented by, specialized training in maintenance.

#### **License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid class "C" driver's license.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office/field environment; exposure to inclement weather conditions.

**Physical Conditions:**

Positions in this class require frequent lifting/carrying objects weighing up to 25 pounds, and occasionally weighing up to 50 pounds, stooping, kneeling, crouching and crawling to work close to the ground; handling and reaching, using tools and equipment.

**CAREER PATH**

Adopt-A-Block Supervisor  
Grounds Maintenance Worker  
Grounds Lead  
Grounds Supervisor  
Assistant General Manager  
General Manager

**ISLA VISTA RECREATION & PARK DISTRICT  
BUSINESS MANAGER**

(This position is full time and has regular schedule of 40 hours per week)

**DEFINITION**

To perform a wide variety of responsible and complex administrative, secretarial, and clerical duties assigned by the General Manager and/or Assistant General Manager. The Business Manager coordinates and supervises office functions in support of the District's goals and objectives; and to provide information and assistance to the public regarding District policies and procedures. Under general direction, plans, organizes and manages administrative services for a small special district; conducts analytical studies addressing administrative issues; supervises and participates in accounting, office automation, personnel and/or other administrative support activities; serves as a member of the department's management/supervisory team, and performs related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This class is characterized by the responsibility for managing a variety of administrative activities in support of overall district operations. Incumbents plan, organize and provide administrative services to the district. The Business Manager performs a full range of duties as assigned including complex typing, research, or data entry assignments. The Business Manager coordinates routine tasks and special projects performed by other office personnel. Incumbents in this class may answer phones and perform basic sorting, filing, copying as required, in addition to the broader range of office planning and organization functions assigned. Employees at this level receive instruction and are fully aware of the operating procedures and policies of the office work unit.

**Examples of Duties:**

1. Plans, organizes and manages District administrative services including personnel, accounting, budgeting, office automation and facility management; assists staff with understanding fiscal, human resource and inter-departmental relation issues by explaining policies and procedures.
2. Develops budget submissions requiring significant justification (e.g., formal cost benefit analysis) and involving consideration of funding and service level/delivery alternatives; establish funding needs or determine opportunities for improvement in fiscal performance (i.e. potential grants or other sources of funding).
3. Conducts studies and prepares written and verbal reports on fiscal performance, staffing, work flow analysis, space utilization, operation analysis; conducts formal feasibility or cost/benefit studies. Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain records of attendance, facilities usage, service levels, permits and related records; prepare statistical reports as required.
4. Develops and implements procedures, practices and work methods to ensure work effectiveness and efficiency; coordinates work performed in support of one or more functional areas of responsibility by providing central authority, disseminating information, determining assignment of functional responsibility and supervision of staff.
5. Supervises clerical and volunteer employees; establishes criteria for acceptable work behavior and performance; evaluates work of subordinates by comparing work

- quality to performance standards; coaches and counsels employees to encourage exceptional performance and improvement in areas of individual weakness.
6. Represents the District to the public and representatives of County departments, other agencies, private companies or organizations, and auditing or compliance teams.
  7. May be assigned additional management responsibility over District services or operations; may serve on Community committees to address administrative/management issues or programs.
  8. Operate a variety of office equipment including a switchboard, copier, facsimile machine, microfilm machine, cash register, and computer; input and retrieve data and text; organize and maintain disk storage and filing.
  9. Enter data into a computer from various sources including accounting, statistical and related documents; input corrections and updates; verify data for accuracy and completeness; assist in the compilation of reports.
  10. Maintain a calendar of activities, meetings, and various events for General Manager and/or Assistant General Manager; coordinate activities with other public agencies, make travel arrangements as required.
  11. Participate in the duties relating to the administration of the District; participate in preparing comprehensive reports, minutes of meetings, and agendas for meetings; compile annual budget requests. Type, proofread and word process a variety of documents and forms including general correspondence, reports, orders and memoranda from rough drafts, written or verbal instructions.
  12. Screen office and telephone callers; respond to complaints and requests for information on regulations, procedures, systems, and precedents relating to assigned responsibilities. Provide information and forms to the public as needed; apply District policies and procedures in determining completeness of applications, forms, records and reports.
  13. Research grants for District programs/facilities. Collect, analyze data and submit for potential grants for parks and recreation programs and facilities for the District. Submit necessary documentation, updates and other reports as necessary in order to be in compliance with the funding source.

**Employment Standards:**

1. Three years of administrative experience that includes: budget preparation or monitoring and data analysis; administrative secretarial experience; or,
2. Three years of experience performing duties equivalent to a Business/Office Manager including budget preparation or monitoring, with Santa Barbara County, Special District or a Recreation Department, or
3. A combination of training, education, and experience that is equivalent to one of the employment standards listed above and that provides the required knowledge and abilities.

A bachelor's degree in public or business administration, accounting, or related field may substitute for one year of the required experience.

**Knowledge of:**

Principles and practices of business and public administration; principles and practices of record keeping and budgeting, business letter writing and basic spreadsheet reports and computer equipment,, public sector personnel and contract management; data collection and analysis techniques, supervisory practices; management practices and techniques utilized to develop, control and evaluate services managed; the capabilities and standard application of office automation to staff and administrative functions; fiscal management, and personnel and contract management.

**Ability to:**

Organize and prioritize work assignments and activities; supervise clerical/technical employees; identify and solve accounting problems; determine opportunities for improvement in fiscal performance and service delivery methods; develop, explain and apply policies, processes and procedures; maintain accurate and complete records; observe safety hazards and to react accordingly; evaluate unusual situations and resolve through the application of District policies and procedures; communicate both verbally and in writing; perform arithmetical and simple statistical calculations; review, evaluate and modify work methods; establish and maintain working relationships with District staff and Board members, Santa Barbara County Departments, residents, and representatives of other agencies or Districts; act in a consultative manner with management; negotiate; collect and analyze data, and make recommendations; project consequences of decisions.

**CAREER PATH**

Assistant General Manager

General Manager

## APPENDIX B

### (Pay Ranges)

	A	B	C	D	E	F
	Bottom	Wage Range				Top
Positions						
Grounds Supervisor	\$26.00	\$27.30	\$28.67	\$30.10	\$31.60	\$33.18
Grounds Worker	\$20.00	\$21.00	\$22.05	\$23.15	\$24.31	\$25.53
Grounds Worker Lead	\$23.50	\$24.68	\$25.91	\$27.20	\$28.56	\$29.99
Executive Assistant	\$31.50	\$33.08	\$34.73	\$36.47	\$38.29	\$40.20
District Clerk	\$26.50	\$27.83	\$29.22	\$30.68	\$32.21	\$33.82
Bookkeeper	\$27.50	\$28.88	\$30.32	\$31.83	\$33.43	\$35.10
Adopt A Block Supervisor	\$23.00	\$24.15	\$25.36	\$26.63	\$27.96	\$29.35
Adopt A Block Assistant	\$18.50	\$19.43	\$20.40	\$21.42	\$22.49	\$23.61
Recreation Coord	\$29.50	\$30.98	\$32.52	\$34.15	\$35.86	\$37.65
Rec Coord Asst	\$20.50	\$21.53	\$22.60	\$23.73	\$24.92	\$26.16
Receptionist	\$20.50	\$21.53	\$22.60	\$23.73	\$24.92	\$26.16

The Parties agree that upon ratification, employees Aaron Howard and Nick Norman will receive wage increases consistent with Range “D” in their respective job classifications.

Notwithstanding the above pay ranges, the District and the Union agree that certain employees will be grandfathered in at a higher rate of pay beyond the wage ranges listed above. These include the following who shall receive the following hourly rate of pay:

Lemus, Joseph	\$40.00
Velasco, Carlos	\$33.66
Collison, Brad	\$36.00

With the exception of Joseph Lemus, who shall be capped at \$40 per hour, employees Carlos Velasco and Brad Collison will be eligible for wage increases until they achieve a maximum of \$36 per hour. However, the employees listed above will be eligible for additional bonus compensation listed in this MOU.

The applicable rates of pay set forth above for Fiscal Year 2022-23 shall be applied retroactively to July 1, 2022.

## APPENDIX C

### (SAMPLE PERSONNEL EVALUATION FORM)

#### PERSONNEL EVALUATION FORM

NAME of the Employee Being Evaluated \_\_\_\_\_

Position \_\_\_\_\_

Evaluation Period \_\_\_\_\_

#### RATING

- A. Commitment to teamwork.
- B. Safety awareness and conduct.
- C. Training and instruction.
- D. Knowledge of job-related skills.
- E. Ability and willingness to learn.
- F. Planning and completing tasks.
- G. Delegating job tasks.
- H. Communicating delegated tasks.
- I. Establishing work standards.
- J. Quality of work.
- K. Quantity of work.
- L. Reliability.
- M. Punctuality.
- N. Public interaction and relations.
- O. Initiative.
- P. Judgment.
- Q. Organization.
- R. Fairness and impartiality to the evaluator.
- S. Leadership ability.
- T. Attitude and ability to work with others.

Evaluator \_\_\_\_\_

Date \_\_\_\_\_

This evaluation was discussed with the Employee. See reverse side for additional comments or suggestions, if any.

Employee \_\_\_\_\_  
4856-8955-7826, v. 1

Date \_\_\_\_\_