

**PLEASANT VALLEY RECREATION & PARK DISTRICT
ADMINISTRATION OFFICE – CONFERENCE ROOM
1605 E. BURNLEY ST., CAMARILLO, CALIFORNIA**

**2024 PERSONNEL COMMITTEE
AGENDA**

**Wednesday, May 8, 2024
3:00 PM**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**
- 3. PUBLIC/COMMITTEE COMMENTS**
- 4. WORKPLACE VIOLENCE PREVENTION PLAN**
- 5. JOB DESCRIPTIONS**
- 6. ADJOURNMENT**

Note: Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board located at 1605 E. Burnley Street, Camarillo during regular business hours beginning the day preceding the Committee meeting.

Announcement: Should you need special assistance (i.e. a disability-related modification or accommodations) to participate in the Committee meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans With Disabilities Act, or require further information, please contact the General Manager at 482-1996, extension 114. Please notify us 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: MAY 8, 2024

SUBJECT: REVIEW WORKPLACE VIOLENCE PREVENTION PROGRAM

BACKGROUND

On September 20, 2023, Governor Gavin Newsom signed Senate Bill No. 553 (“SB 553”) into law, which requires covered California employers to take steps to prevent and respond to workplace violence. Notably, SB 553 adds Section 6401.9 to the California Labor Code, which, effective July 1, 2024, requires covered employers to adopt a comprehensive workplace violence prevention plan that must include, among other things, the following:

1. The names or job titles of the individuals responsible for implementing and maintaining the workplace violence prevention plan.
2. Procedures to obtain the active involvement of employees in developing, implementing, and reviewing the workplace violence prevention plan, including their participation in identifying, evaluating, and correcting workplace violence hazards, designing and implementing training, and reporting and investigating workplace violence incidents.
3. Methods the employer will use to coordinate the implementation of the workplace violation prevention plan among employees in the same facility or department.
4. Procedures for the employer to respond to workplace violence and to prohibit retaliation against employees who make reports of workplace violence.
5. Procedures for ensuring compliance with the workplace violence prevention plan.
6. Procedures for communicating with employees regarding workplace violence matters.
7. Procedures for developing and providing training on the employer’s workplace violence prevention plan.
8. Assessment procedures to identify and evaluate workplace violence hazards.
9. Procedures for correcting workplace violence hazards in a timely manner.
10. Procedures for post-incident response and investigation.

In addition to developing and implementing a workplace violence prevention plan, covered employers must also “record information in a violent incident log about every incident, post-incident, response, and workplace violation injury investigation” performed in accordance with the workplace violence prevention plan. The log must include information, including, but not limited to: (1) the date, time, and location of the incident; (2) a detailed description of the incident;

(3) a classification of who committed the violence; (4) a classification of the circumstances at the time of the incident, including whether the employee was completing usual job duties; (5) a classification of the location of the violence incident; (6) the type of incident, including whether it involved physical, verbal, sexual, or animal attacks; (7) consequences of the incident, such as medical treatment needed and whether security or law enforcement was contacted; and (8) contact information for the individual completing the violent incident log.

ANALYSIS

District Safety committee worked with CAPRI to ensure that the district meets all standards of SB 553.

FISCAL IMPACT

The impact would be the cost of training.

RECOMMENDATION

It is recommended the Personnel Committee review the attached Workplace Violence Prevention Program.

ATTACHMENTS

- 1) WPVP Aquatic Center
- 2) WPVP Community Center
- 3) WPVP Freedom Center
- 4) WPVP Non-Sports Parks
- 5) WPVP Park Office
- 6) WPVP Shop
- 7) WPVP Sports Parks

MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information.

Overview and directions for using the model plan

Who is this model plan for?

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read www.dir.ca.gov/dosh/dosh_publications/_____ (workplace violence webpage link.html) for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

February 2024

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WORKPLACE VIOLENCE PREVENTION PROGRAM for [Name of Employer] Pleasant Valley Recreation and Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: [Type the date the last review was done to the plan]

Date of Last Revision(s): [Type the date the last revision(s) (if any) were made to the plan]

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, ~~[enter the name of the program administrator or the job title]~~The District's General Manager, has the authority and responsibility for implementing the provisions of this plan for ~~[Name of employer]~~the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
[Joe Smith] Mary Otten	[CEO] General Manager	[Overall responsibility for the plan; Mary approves the final plan and any major changes.]	[(323) 123-4567] 805-482-1996 x114	[Jsmith@company.com] motten@pvrrpd.org
[Joe White] Kathryn Drewry	[HR Manager] Human Resources Specialist	[Responsible for employee involvement and training; Joe Kathryn organizes safety meetings, updates training materials, and handles any reports of workplace violence.]	805-482-1996 x113 [(213) 123-4567]	kdrewry@pvrrpd.org [Jwhite@company.com]
[Semore Jones] Justin KiralyMacy Trueblood	[Security Manager] Administrative Services ManagerRecreation Supervisor	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore Justin-Macy conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	[(562) 123-4567] 805-482-1996 x401	[semorej@company.com] mtrueblood@pvrrpd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

~~[Name of employer]~~The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. ~~[Provide details on what these policies and procedures are.]~~

Example:

~~Management will have~~The District's Safety Committee has monthly safety meetings with employees representing each department and their representatives ~~to where they may discuss and~~

identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.)

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Designing and implementing training (Provide details on what these policies and procedures are.)

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Example:

Commented [JS1]: PRISM trainings available for "Emergency Situations & Workplace Violence" - allow employees to view and access the catalog to register for courses they feel would be helpful in addition to what is implemented for all

The District has "PRISM" trainings available which allow employees access to trainings they feel are useful and important in addition to the annual trainings that are implemented for all employees. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident. PRISM TRAINING

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Reporting and investigating workplace violence incidents. (Provide details on what these policies and procedures are.)

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The District will make available a reporting form for employees to access at any time. Employees will be encouraged to report threats to any supervisor or human resources with confidence and without fear of retaliation. Management will conduct an internal investigation which may include interviews, review of records, and discipline and will provide follow-up to employees.

Commented [JS2]: Similar to injury reporting, or whistleblowing, outline the pathway for an employee to report with confidence - report to supervisor, provide a form, supervisor reports to HR/Mgmt, internal investigation, interview or witnesses and parties involved, etc. offer follow up to reporting employee, discipline as appropriate...etc.

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Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. (Provide details on what these policies and procedures are.)

Commented [JS3]: Annual training, annual review of WVPP, reporting to Supv, Supv report to Mgmt.

Annual training, etc. The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

Commented [MT4R3]: WITH ACKNOWLEDGEMENT FORM

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The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

Training employees, supervisors, and managers in the provisions of (Name of employer) the District Workplace Violence Prevention Plan (WVPP)

Commented [JS5]: After all EE's receive their initial WVP training (PRISM/Vector) we can have a signature page added to their personnel file to acknowledge they received the training and have seen the WVPP, and will comply with all of the procedures as provided

Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. (Describe how this will be accomplished)

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The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

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- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by [describe how this will be done, for instance by memos/emails or certificate of recognition from the owner/management of the company]. Employees who demonstrate safe practices may be recognized by their peers and supervisors through the District's Employee Intranet Portal.
 - The Safety Committee will review recognized employees annually and may reward employees with certificates of recognition and/or higher incentives. Awards may be given based on:
 - Quantity of recognitions
 - Participation and further development to the WVPP training program (i.e. encouraging a new training program based on a potential hazard)
- Discipline employees for failure to comply with the WVPP. (You can either refer to [Name of employer]the District existing discipline process or outline specific steps for the WVPP) [Enter information on additional means of ensuring employee compliance]
 - Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct be as follows:
 - Counseling Session
 - Verbal Warning;
 - Written Warning;
 - Reduction in pay;
 - Suspension without pay;
 - Demotion; and
 - Termination of employment.
 - [List and explain other procedures for ensuring employee compliance with the WVPP]

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Commented [JS6]: Supervisors should report staff they observe demonstrating safe practices – we can recognize as a committee through portal since not all EE's have email...

Commented [MT7R6]: Some incentive funds??

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Commented [JS8]: I think disciplinary action will need to go through the SEIU?

Commented [MT9R8]: Copied this from the SEIU MOU

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COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. [Describe how this will be accomplished]
 - For example, The District will ensure that supervisors and employees can communicate effectively and in the employees' first language.
 - Supervisors will regularly communicate with their direct employees to remind and encourage adherence of the WVPP and address any concerns employees may have.

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Commented [JS10]: Supervisors can hold a meeting with their direct reports, reinforce their availability to support their staff and offer to resolve any questions or concerns – in the future, acknowledge it in EE reviews, or in quarterly staff meetings?

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- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. ~~[Describe how this will be accomplished]~~

~~• Examples:~~

- ~~Employees can anonymously report a violent incident, threat, or other violence concerns through the Employee Intranet. An anonymous Microsoft Form will be available.~~
- ~~Provide contact information for who to call for emergency response [Describe how this will be accomplished, including what number(s) will be called. E.g.: precise access number(s), including how 911 will be accessed.] Employees should call 911 for emergency response if an emergency occurs. Employees should immediately notify a supervisor or manager as soon as possible following the emergency.~~

- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. ~~[Describe how this will be accomplished]~~

- ~~Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.~~
- ~~Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.~~

- ~~[Enter other methods of effective communication]~~ Additional communication methods

- ~~Example:~~
 - Updates on the status of investigations and corrective actions ~~are may be~~ provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

~~Example: Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.~~

~~Example: Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.~~

Commented [JS11]: EE's can report a threat of violence to their (any is best) Supv, or any Manager – either known or anon

Poster can be placed with a reminder to report, call 911 etc.

Commented [MT12R11]: Create form and reference it. Microsoft Form?

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Commented [JS13]: Acknowledgement of report within 24h, follow up within 72h?

Commented [MT14R13]: Generalized vs specific.

Commented [MT15R13]: Annon: broadcast to all employees that threat is under investigation...

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COORDINATION WITH OTHER EMPLOYERS

~~[Name of employer]~~ The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, ~~[name of employer]~~ the District will ensure that if its employees experience workplace violence incident that ~~[name of employer]~~ the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

[Name of company] The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by either submitting a form via the District's intranet site or emailing a District supervisor or manager. [describe]. If that's not possible, employees will report incidents directly to the WVPP administrator, [Enter the name of the program administrator or the job title Mary Otten, PVRPD's General Manager.].

[Enter other procedures for reporting incidents, threats, hazards and concerns of workplace violence.

Examples:

Employees can report incidents to their supervisor, HR, or through an online submission form. [anonymous hotline]. The hotline could be a dedicated phone number or an online form reporting employee may choose to remain anonymous, or enter their name to receive a follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site. [letting all employees know a form was submitted and will be investigated.

Workplace Violence Reporting Hotline: [Insert Workplace Violence Hotline number]

Workplace Violence Reporting form: [Insert Workplace Violence Reporting Form weblink or QR code]

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- [Describe how this will occur: For example, An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.]
- The District will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- The District may not retaliate against an employee who is a whistleblower.
- The District may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- The District may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.
- Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

EMERGENCY RESPONSE PROCEDURES

[Name of employer] The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: [state what methods of communication and when certain methods should be used or not used:]
 - District Supervisors or Managers will be responsible for alerting staff to reported emergencies.
 - Staff will be notified immediately if there is an immediate threat.
 - Staff may be notified after an emergency has been resolved if they are not in immediate danger when the emergency occurs.

Commented [JS16]: Reporting can be done in person, through email, or by phone? To any Supv, their own, or Kathryn?

Commented [MT17R16]: Reference forms and practices in place

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Commented [JS18]: Idk that we have the means to keep this anon, because of caller ID but we could provide a way to submit through an online system for those who wish to remain anon

Commented [MT19R18]: Yes.

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Commented [JS20]: This language IMO can be the same as our discipline for whistleblowing retaliation? Again will need to be SEUI approved?

Commented [MT21R20]: Copy from MOU

Commented [MT22R20]: Not in MOU, but used language from ca.gov. But should we change the wording so it doesn't say non-retaliation policy??

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Commented [JS23]: District Supervisors or Managers will be responsible for alerting staff to the emergency – I suggest keeping this broad and placing responsibility...

Commented [MT24R23]: Look into all connected fo...

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Example:

Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)

- ~~{Name of employer}The District will have emergency, evacuation or and sheltering plans available for use in the District's Emergency Action Plan. The plan may be found on the staff intranet site.;~~ ~~{Describe what these procedures are. The plans could include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.}~~

Commented [JS25]: Insert existing guidance

- **How to obtain help from staff, security personnel, or law enforcement.** ~~{Include contact information for response staff and local law enforcement and post in common areas} {list posted locations}. {Describe what these procedures are. This information could include phone numbers, email addresses, and physical locations. If there is immediate danger, call for emergency assistance by dialing (9) 9 1 1, (dial outside access number first if applicable) and then notify the (WVPP Administrator).}~~

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- o ~~If a threat is made to an employee's life, the employee should immediately dial 911 for emergency response.~~
- o ~~The employee should report the emergency to a supervisor or manager as soon as it is safe to do so.~~
- o ~~District supervisors, managers, and if needed the District's Safety Committee should respond to the report immediately and review the submitted report within one (1) business day.~~

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In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
{Semore Joes}Justin KiralyMacy Trueblood	Administrative Services ManagerRecreation Supervisor{Security Manager}	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	{(562) 123-4567}805-482-1996 x401	{semorej@company.com}{kiraly@pvrpd.org}eblood@pvrpd.org

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Commented [MT26]: Add other Managers

Commented [MT27R26]: Will change per site

- ~~{Enter other emergency response procedures}~~

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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by ~~{Name of employer}the District~~ to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: ~~{These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of reprisal/retaliation.}~~

- o ~~Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.~~
- o ~~Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within~~

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24 hours of a report. Any findings will be followed up once the investigation is complete.

Examples:

- ~~Daily or weekly review of all submitted and reported concerns.~~
- ~~Workplace Violence Hazards suggestion box~~
- ~~An Online form for reporting workplace violence hazards will be available with the option for the reporting employee to remain anonymous. The form will allow an employee to suggest changes to prevent threats as well as be a report of violence.~~
- ~~Voicemail/email/text messages~~
- ~~[Other procedures to ensure employees and employee representatives participate in WVPP.]~~

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Commented [MT28]: Reference communication timeline - daily review and follow up in 72 hours

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Commented [MT29]: Form has both suggestion and or report of violence

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Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic inspections shall be conducted quarterly by the District's Management team and Safety Committee. ~~[detail periodic inspection frequency]~~

Commented [JS30]: Workplace hazard inspections should be performed quarterly – so I would think quarterly is enough for this too

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Macy TruebloodJustin[Enter name]	[Enter name of area observed]Community CenterRecreation Supervisor – Aquatic Center
MacyNicole Lousen	Aquatic Center...Recreation Manager
▲	
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Commented [MT31]: UPDATE PER LOCATION

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Inspections for workplace violence hazards will be conducted using a productive parks inspection form and may include assessing:

~~[Describe factors specific to workplace that may result in risk of workplace violence.~~

Examples:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.

Commented [MT32]: Create a checklist for inspections - productive parks?

- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.}]
- ~~[Other procedures to identify and evaluate workplace violence hazards]~~

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. ~~[Name of employer]~~The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- ~~_____~~ If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s)-, all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. ~~[Explain which workers this applies to, why they are necessary, and what protections will be provided]~~
 - ~~Most senior staff present at time of hazard who will have received the most hours of training will be equipped with their personal communication devices.~~
- ~~_____~~ All corrective actions taken will be documented and dated on the appropriate forms. ~~[include procedures for what forms to use and how to document the corrective actions taken]~~
 - ~~An inspection and corrective action form will be available for staff to use when a hazard is identified.~~

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Commented [JS33]: Once an inspection form is created, we can piggyback/duplicate as a correction checklist?

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- Corrective measures for workplace violence hazards will be specific to a given work area.

Examples:

- ~~Make the workplace unattractive to robbers by:~~
 - ~~Improve lighting around and at the workplace.~~
 - ~~Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.~~
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity. The Aquatic Center is equipped with security cameras.
 - ~~The District H hires security guards Park Rangers and have them to patrol parks and patrol the facilities workplace interior and perimeter.~~
- ~~Install security surveillance cameras in and around the workplace.~~
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - ~~Entrance to the locker rooms are automatically locked and must be unlocked by a staff member.~~
 - ~~Emergency alarms are set for unoccupied work sites~~
 -
 - Ensure the adequacy of workplace violence systems
 - Training provided for employees upon employment and reviewed annually
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - ~~Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.~~
 -
- ~~Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.~~
 - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.

Commented [MT34]: Change all these per site

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- o Ensure adequate employee escape routes.
- o Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. ~~[Provide procedures on how to will be accomplished]~~ by reviewing annual trainings and allowing employees to report and make suggestions without fear of retaliation.
- o ~~Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. [Provide procedures on how to will be accomplished]~~
 - a. Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct:
 - i. Counseling Session
 - ii. Verbal Warning;
 - iii. Written Warning;
 - iv. Reduction in pay;
 - v. Suspension without pay;
 - vi. Demotion; and
 - vii. Termination of employment.

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- o
- o ~~Establish a policy for prohibited practices [describe what these are, such as a no weapons policy.~~
 - a. Ordinance 8 and Employee Manual list all approved and prohibited practices.
- o ~~Limit the amount of cash on hand and use time access safes for large bills.~~
 - o Daily deposits to the bank are made to ensure excess cash is not kept at the facility.
 - o ~~Provide procedures for a "buddy" system for specified emergency events.~~
- o ~~[Other procedures for corrective measures for workplace violence hazards]~~

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PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- ~~Interview involved~~ Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- ~~Examjeng~~ Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.

- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [\[See attached Violent Incident Log\]](#)
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

• ~~Post incident, the District will [Other post incident procedures]~~

~~Example: provide employee support services~~

~~Support and resources via EAP, such as and/or counseling services, are provided to affected~~

~~employees. (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)~~

Commented [JS35]: I can't think of much else beyond pointing them toward filing comp claim or utilizing EAP

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- ~~Annually to ensure all employees understand and comply with the plan.~~
- ~~When a new employee is onboarded.~~
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

~~[Name of Employer]~~The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures ~~[name of employer]~~the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- ~~Opportunities [name of employer]~~the District has for interactive questions and answers with a person knowledgeable about the ~~[name of employer]~~ District plan.
- ~~{Other}~~
- Examples:
 - Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
 - How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
 - Employee routes of escape.

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- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

~~[Name of employer]~~The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by: ~~[Describe how this will be accomplished.]~~

~~For Example:~~

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.}]

RECORDKEEPING

~~[Name of Employer]~~The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Commented [MT36]: WHAT IS TRAINING RETENTION?

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The ~~{Name of Employer} District~~ WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of ~~{name of employer} the District's~~ WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

- ~~{Other review and revision procedures}~~

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EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), ~~{Name of employer} the District~~ will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

~~{Type Title of owner or top management representative formally approving these procedures and have them sign and date}~~

Example:

~~["I, {Name}, {Job Title} of {Employer}, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."]~~

Example:

~~["I, {Name}, {Job Title} of {Employer}, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well being of our employees and believe that these policies and procedures will help us achieve that goal."]~~

Example:

~~["I, {Name} Mary Otten, General Manager for Pleasant Valley Recreation and Park District {Job Title} of {Employer}, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."]~~

Commented [MT37]: Mary's Info

~~Please note: These are just examples and should be customized to fit the specific needs of your company. It is~~

~~important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.]~~

~~[Name and title of person authorizing this WVPP] — Mary Otten, General Manager~~

~~[Signature of person authorizing this WVPP] _____ [Date of Signature]~~

~~(Signature) _____ (Date)~~

Violent Incident Log

Commented [MT38]: Just add District Info/Logo

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s))
-------------------------	--

	(Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: *[Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]*

Workplace violence committed by: [For confidentiality, only include the classification of who committed the

violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

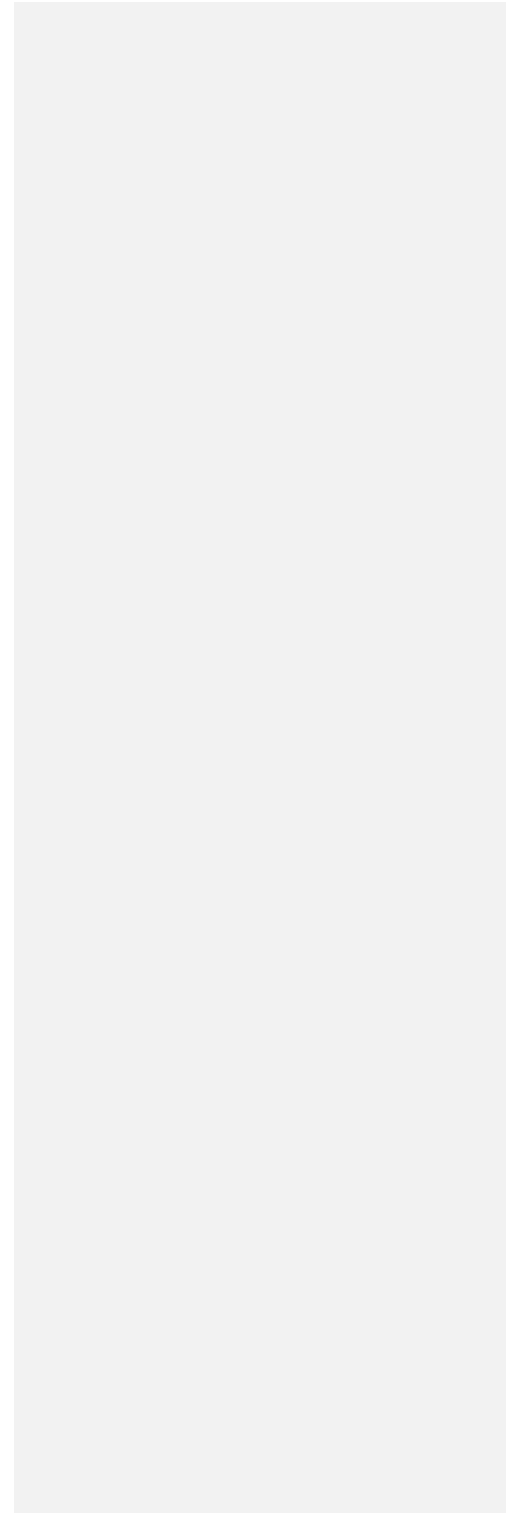
A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]



MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information.

Overview and directions for using the model plan

Who is this model plan for?

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read www.dir.ca.gov/dosh/dosh_publications/_____ (workplace violence webpage link.html) for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

February 2024

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WORKPLACE VIOLENCE PREVENTION PROGRAM for [Name of Employer] Pleasant Valley Recreation and Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: [Type the date the last review was done to the plan]

Date of Last Revision(s): [Type the date the last revision(s) (if any) were made to the plan]

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, ~~[enter the name of the program administrator or the job title]~~The District's General Manager, has the authority and responsibility for implementing the provisions of this plan for ~~[Name of employer]~~the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
[Joe Smith] Mary Otten	[CEO] General Manager	[Overall responsibility for the plan; Mary approves the final plan and any major changes.]	[(323) 423-4567] 805-482-1996 x114	[motten@pvrpd.org] Jsmith@company.com
[Joe White] Kathryn Drewry	[HR Manager] Human Resources Specialist	[Responsible for employee involvement and training; Joe Kathryn organizes safety meetings, updates training materials, and handles any reports of workplace violence.]	805-482-1996 x113 [(213) 423-4567]	[kdrewry@pvrpd.org] Jwhite@company.com
[Semore Joes] Justin KirbyMatt Parker	[Security Manager] Administrative Park Services Manager	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore JustinMatt conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	[(562) 423-4567] x301	[mparker@pvrpd.org] semorej@company.com

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

~~[Name of employer]~~The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. ~~[Provide details on what these policies and procedures are.]~~

Example:

~~Management will have~~The District's Safety Committee has monthly safety meetings with employees representing each department and their representatives ~~to~~where they may discuss and identify identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

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Designing and implementing training ~~[Provide details on what these policies and procedures are.]~~

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Example:

The District has "PRISM" trainings available which allow employees access to trainings they feel are useful and important in addition to the annual trainings that are implemented for all employees. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident. **PRISM TRAINING**

Commented [JS1]: PRISM trainings available for "Emergency Situations & Workplace Violence" - allow employees to view and access the catalog to register for courses they feel would be helpful in addition to what is implemented for all

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Reporting and investigating workplace violence incidents. ~~[Provide details on what these policies and procedures are.]~~

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The District will make available a reporting form for employees to access at any time. Employees will be encouraged to report threats to any supervisor or human resources with confidence and without fear of retaliation. Management will conduct an internal investigation which may include interviews, review of records, and discipline and will provide follow-up to employees.

Commented [JS2]: Similar to injury reporting, or whistleblowing, outline the pathway for an employee to report with confidence - report to supervisor, provide a form, supervisor reports to HR/Mgmt, internal investigation, interview or witnesses and parties involved, etc. offer follow up to reporting employee, discipline as appropriate...etc.

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Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. ~~[Provide details on what those policies and procedures are.]~~

Commented [JS3]: Annual training, annual review of WVPP, reporting to Supv, Supv report to Mgmt.

Annual training, etc...The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

Commented [MT4R3]: WITH ACKNOWLEDGEMENT FORM

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The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

Training employees, supervisors, and managers in the provisions of ~~[Name of employer]~~the District Workplace Violence Prevention Plan (WVPP)

Commented [JS5]: After all EE's receive their initial WVP training (PRISM/Vector) we can have a signature page added to their personnel file to acknowledge they received the training and have seen the WVPP, and will comply with all of the procedures as provided

Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. ~~[Describe how this will be accomplished]~~

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- The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by ~~describe how this will be done, for instance by memos/emails or certificate of recognition from the owner/management of the company~~. Employees who demonstrate safe practices may be recognized by their peers and supervisors through the District's Employee Intranet Portal.
 - The Safety Committee will review recognized employees annually and may reward employees with certificates of recognition and/or higher incentives. Awards may be given based on:
 - Quantity of recognitions
 - Participation and further development to the WVPP training program (i.e. encouraging a new training program based on a potential hazard)
- Discipline employees for failure to comply with the WVPP. (You can either refer to ~~Name of employee~~the District existing discipline process or outline specific steps for the WVPP) ~~Enter information on additional means of ensuring employee compliance~~
 - Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct-be as follows:
 - Counseling Session
 - Verbal Warning;
 - Written Warning;
 - Reduction in pay;
 - Suspension without pay;
 - Demotion; and
 - Termination of employment.
 - ~~List and explain other procedures for ensuring employee compliance with the WVPP~~

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Commented [JS6]: Supervisors should report staff they observe demonstrating safe practices – we can recognize as a committee through portal since not all EE's have email...

Commented [MT7R6]: Some incentive funds??

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Commented [JS8]: I think disciplinary action will need to go through the SEIU?

Commented [MT9R8]: Copied this from the SEIU MOU

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COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. Describe how this will be accomplished

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Commented [JS10]: Supervisors can hold a meeting with their direct reports, reinforce their availability to support their staff and offer to resolve any questions or concerns – in the future, acknowledge it in EE reviews, or in quarterly staff meetings?

~~o For example, The District will ensure that supervisors and employees can communicate effectively and in the employees' first language.~~

~~o Supervisors will regularly communicate with their direct employees to remind and encourage adherence of the WVPP and address any concerns employees may have.~~

- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. ~~[Describe how this will be accomplished]~~

~~o Examples:~~

- ~~Employees can anonymously report a violent incident, threat, of other violence concerns through the Employee Intranet. An anonymous Microsoft Form will be available.~~
- ~~Provide contact information for who to call for emergency response [Describe how this will be accomplished, including what number(s) will be called. E.g.: precise access number(s), including how 911 will be accessed.] Employees should call 911 for emergency response if an emergency occurs. Employees should immediately notify a supervisor or manager as soon as possible following the emergency.~~

- ~~Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. [Describe how this will be accomplished]~~

~~o Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.~~

~~o Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.~~

~~• [Enter other methods of effective communication] Additional communication methods~~

~~Example:~~

~~Updates on the status of investigations and corrective actions are may be provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.~~

~~Example:~~

~~Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.~~

~~Example:~~

~~Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.~~

COORDINATION WITH OTHER EMPLOYERS

~~[Name of employer] The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.~~

- All employees will be trained on workplace violence prevention.

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Commented [JS11]: EE's can report a threat of violence to their (any is best) Supv, or any Manager – either known or anon

Poster can be placed with a reminder to report, call 911 etc.

Commented [MT12R11]: Create form and reference it. Microsoft Form?

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Commented [JS13]: Acknowledgement of report within 24h, follow up within 72h?

Commented [MT14R13]: Generalized vs specific.

Commented [MT15R13]: Annon: broadcast to all employees that threat is under investigation...

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- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, ~~[name of employer]~~the District will ensure that if its employees experience workplace violence incident that ~~[name of employer]~~the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

~~[Name of company]~~The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by either submitting a form via the District's intranet site or emailing a District supervisor or manager. [describe]. If that's not possible, employees will report incidents directly to the WVPP administrator, ~~[Enter the name of the program administrator or the job title Mary Otten, PVRPD's General Manager.]~~.

•

~~[Enter other procedures for reporting incidents, threats, hazards and concerns of workplace violence.]~~

Examples:

Employees can report incidents to their supervisor, HR, or through an online submission form. anonymous hotline. ~~The hotline could be a dedicated phone number or an online form, reporting employee may choose to remain anonymous, or enter their name to receive follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site, letting all employees know a form was submitted and will be investigated.~~

~~Workplace Violence Reporting Hotline: [Insert Workplace Violence Hotline number]~~

~~Workplace Violence Reporting form: [Insert Workplace Violence Reporting Form weblink or QR code]~~

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- ~~[Describe how this will occur: For example, An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.]~~
- ~~The District will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.~~
- ~~The District may not retaliate against an employee who is a whistleblower.~~
- ~~The District may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.~~
- ~~The District may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.~~
- ~~Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.~~

EMERGENCY RESPONSE PROCEDURES

~~[Name of employer]~~The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: [state what methods of communication and when certain methods should be used or not used.]

Commented [JS16]: Reporting can be done in person, through email, or by phone? To any Supv, their own, or Kathryn?

Commented [MT17R16]: Reference forms and practices in place

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Commented [JS18]: Idk that we have the means to keep this anon, because of caller ID but we could provide a way to submit through an online system for those who wish to remain anon

Commented [MT19R18]: Yes.

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Commented [JS20]: This language IMO can be the same as our discipline for whistleblowing retaliation? Again will need to be SEUI approved?

Commented [MT21R20]: Copy from MOU

Commented [MT22R20]: Not in MOU, but used language from ca.gov.

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Commented [JS23]: District Supervisors or Manager

Commented [MT24R23]: Look into all connected for

- o District Supervisors or Managers will be responsible for alerting staff to reported emergencies.
- o Staff will be notified immediately if there is an immediate threat.
- o Staff may be notified after an emergency has been resolved if they are not in immediate danger when the emergency occurs.

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Example:

Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)

- [Name of employer]The District will have emergency, evacuation or and sheltering plans available for use in the District's Emergency Action Plan. The plan may be found on the staff intranet site.- [Describe what those procedures are. The plans could include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.]

Commented [JS25]: Insert existing guidance

- How to obtain help from staff, security personnel, or law enforcement. [Include contact information for response staff and local law enforcement and post in common areas] [list posted locations]. [Describe what those procedures are. This information could include phone numbers, email addresses, and physical locations. If there is immediate danger, call for emergency assistance by dialing (9) 9 1 1, (dial outside access number first if applicable) and then notify the (WVPP Administrator).]

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- o If a threat is made to an employee's life, the employee should immediately dial 911 for emergency response.
- o The employee should report the emergency to a supervisor or manager as soon as it is safe to do so.
- District supervisors, managers, and if needed the District's Safety Committee should respond to the report immediately and review the submitted report within one (1) business day.

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In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
{Semore Joes}Justin KiralyMatt Parker	ParksAdministrative Services Manager{Security Manager}	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	{(562) 123-4567}805-482-1996 x301	{semorej@compa ny-com}kiralymparker@pvrpd.org

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Commented [MT26]: Add other Managers

Commented [MT27R26]: Will change per site

- [Enter other emergency response procedures]

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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by [Name of employer]the District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: [These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of

reprisal/retaliation.)

- Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.
- Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.

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Examples:

- ~~Daily or weekly review of all submitted and reported concerns.~~
- ~~Workplace Violence Hazards suggestion box~~
 - An online form for reporting workplace violence hazards will be available with the option for the reporting employee to remain anonymous. The form will allow an employee to suggest changes to prevent threats as well as be a report of violence.
 - Voicemail/email/text messages
- ~~[Other procedures to ensure employees and employee representatives participate in WVPP.]~~

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Commented [MT28]: Reference communication timeline - daily review and follow up in 72 hours

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Commented [MT29]: Form has both suggestion and or report of violence

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Commented [JS30]: Workplace hazard inspections should be performed quarterly – so I would think quarterly is enough for this too

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly by the District's Management team and Safety Committee. ~~[detail periodic inspection frequency]~~

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Justin Joey Key [Enter name]	Crew Leader [Enter name of area observed] Community Center
Armando Madera Macy	Crew Leader Aquatic Center...
Mike Guerrero	Crew Leader
▲	
▲	
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Commented [MT31]: UPDATE PER LOCATION

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Inspections for workplace violence hazards will be conducted using a productive parks inspection form and may include assessing:

~~[Describe factors specific to workplace that may result in risk of workplace violence.]~~

Examples:

- ~~The exterior and interior of the workplace for its attractiveness to robbers.~~
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.

Commented [MT32]: Create a checklist for inspections - productive parks?

- Procedures for reporting suspicious persons or activities.
- ~~Effective location and functioning of emergency buttons and alarms.~~
- ~~Posting of emergency telephone numbers for law enforcement, fire, and medical services.~~
- Whether employees have access to a telephone with an outside line.
- ~~Whether employees have effective escape routes from the workplace.~~
- ~~Whether employees have a designated safe area where they can go to in an emergency.~~
- ~~Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.~~
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.}]
- ~~[Other procedures to identify and evaluate workplace violence hazards]~~

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. ~~[Name of employer]~~The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- ~~_____ If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s)-, all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. ~~[Explain which workers this applies to, why they are necessary, and what protections will be provided]~~~~
 - ~~o Most senior staff present at time of hazard who will have received the most hours of training will be equipped with their personal communication devices.~~
- ~~_____ All corrective actions taken will be documented and dated on the appropriate forms. ~~[Include procedures for what forms to use and how to document the corrective actions taken].~~~~
 - ~~o An inspection and corrective action form will be available for staff to use when a hazard is identified.~~

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Commented [JS33]: Once an inspection form is created, we can piggyback/duplicate as a correction checklist?

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- Corrective measures for workplace violence hazards will be specific to a given work area.

Examples:

- ~~Make the workplace unattractive to robbers by:~~
 - ~~Improve lighting around and at the workplace.~~
 - ~~Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.~~
 - ~~Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity.~~
 - ~~The District Hires security guards Park Rangers and have them to patrol parks and patrol the facilities workplace interior and perimeter.~~
- ~~Install security surveillance cameras in and around the workplace.~~
 - ~~Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:~~
 - ~~Ensure the adequacy of workplace violence systems~~
 - ~~Training provided for employees upon employment and reviewed annually~~
 - ~~Post emergency telephone numbers for law enforcement, fire, and medical services~~
 - ~~Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.~~
- ~~Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.~~
 - Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- ~~Ensure adequate employee escape routes.~~
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. ~~Provide procedures on how to will be accomplished by reviewing annual trainings and allowing employees to report and make suggestions without fear of retaliation.~~

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~~o~~ Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. ~~[Provide procedures on how to will be accomplished]~~

~~a. Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct:~~

~~i. Counseling Session~~

~~ii. Verbal Warning;~~

~~iii. Written Warning;~~

~~iv. Reduction in pay;~~

~~v. Suspension without pay;~~

~~vi. Demotion; and~~

~~vii. Termination of employment.~~

~~o Establish a policy for prohibited practices [describe what those are, such as a no weapons policy.~~

~~o Ordinance 8 and Employee Manual list all approved and prohibited practices.~~

~~o Limit the amount of cash on hand and use time access safes for large bills.~~

~~o Provide procedures for a "buddy" system for specified emergency events.~~

~~o [Other procedures for corrective measures for workplace violence hazards]~~

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PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- ~~Interview involved~~Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

● ~~Post incident, the District will [Other post incident procedures]~~

~~Example: provide employee support services~~

~~Support and resources via EAP, such as and/or counseling services, are provided to affected employees. (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)~~

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Commented [JS35]: I can't think of much else beyond pointing them toward filing comp claim or utilizing EAP

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- When a new employee is onboarded.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

{Name of Employer}The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures {name of employer}the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities {name of employer}the District has for interactive questions and answers with a person knowledgeable about the {name of employer} District plan.

• {Other}

• Examples:

- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

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EMPLOYEE ACCESS TO THE WRITTEN WVPP

~~{Name of employer}~~The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by: ~~{Describe how this will be accomplished.}~~

~~For Example:~~

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.}

RECORDKEEPING

~~{Name of Employer}~~The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Commented [MT36]: WHAT IS TRAINING RETENTION?

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The ~~{Name of Employer}~~District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.

- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of ~~[name of employer]~~the District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

• ~~[Other review and revision procedures]~~

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EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), ~~[Name of employer]~~the District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

~~[Type Title of owner or top management representative formally approving these procedures and have them sign and date~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."]~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal."]~~

Example:

["I, ~~[Name]~~Mary Otten, General Manager for Pleasant Valley Recreation and Park District,~~[Job Title] of [Employer],~~ hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."]

Commented [MT37]: Mary's Info

~~Please note: These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.]~~

~~[Name and title of person authorizing this WVPP] — Mary Otten, General Manager~~

 [Signature of person authorizing this WV/PP] [Date of Signature]

 (Signature) (Date)

Violent Incident Log

Commented [MT38]: Just add District Info/Logo

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involve will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed,

working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information.

Overview and directions for using the model plan

Who is this model plan for?

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read www.dir.ca.gov/dosh/dosh_publications/_____ (workplace violence webpage link.html) for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

February 2024

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WORKPLACE VIOLENCE PREVENTION PROGRAM for [Name of Employer] Pleasant Valley Recreation and Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: [Type the date the last review was done to the plan]

Date of Last Revision(s): [Type the date the last revision(s) (if any) were made to the plan]

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, ~~[enter the name of the program administrator or the job title]~~The District's General Manager, has the authority and responsibility for implementing the provisions of this plan for ~~[Name of employer]~~the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
[Joe Smith] <u>Mary Otten</u>	[CEO] <u>General Manager</u>	[Overall responsibility for the plan; Mary approves the final plan and any major changes.]	[(323) 123-4567]	[Jsmith@company.com]
[Joe White] <u>Kathryn Drewry</u>	[HR Manager] <u>Human Resources Specialist</u>	[Responsible for employee involvement and training; Joe-Kathryn organizes safety meetings, updates training materials, and handles any reports of workplace violence.]	[(213) 123-4567]	[Jwhite@company.com]
[Semore Joe] <u>Justin Kiraly</u>	[Security Manager] <u>Administrative Services Manager</u>	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore-Justin conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	[(562) 123-4567]	[semorej@company.com]

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

~~[Name of employer]~~The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. ~~[Provide details on what these policies and procedures are.]~~

Example:

~~Management will have~~The District's Safety Committee has monthly safety meetings with employees representing each department and their representatives ~~to where they may discuss and identification~~identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

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Designing and implementing training ~~[Provide details on what those policies and procedures are.]~~

Example:

The District has "PRISM" trainings available which allow employees access to trainings they feel are useful and important in addition to the annual trainings that are implemented for all employees. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident. ~~PRISM TRAINING~~

Reporting and investigating workplace violence incidents. ~~[Provide details on what those policies and procedures are.]~~

The District will make available a reporting form for employees to access at any time. Employees will be encouraged to report threats to any supervisor or human resources with confidence and without fear of retaliation. Management will conduct an internal investigation which may include interviews, review of records, and discipline and will provide follow-up to employees.

Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. ~~[Provide details on what those policies and procedures are.]~~

Annual training, etc...The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

Training employees, supervisors, and managers in the provisions of ~~[Name of employer]~~the District Workplace Violence Prevention Plan (WVPP)

Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. ~~[Describe how this will be accomplished]~~

The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

Provide retraining to employees whose safety performance is deficient with the WVPP.

Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace. ~~by describe how this will be done, for instance by memos/emails or certificate of recognition from the~~

Commented [JS1]: PRISM trainings available for "Emergency Situations & Workplace Violence" - allow employees to view and access the catalog to register for courses they feel would be helpful in addition to what is implemented for all

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Commented [JS2]: Similar to injury reporting, or whistleblowing, outline the pathway for an employee to report with confidence - report to supervisor, provide a form, supervisor reports to HR/Mgmt, internal investigation, interview or witnesses and parties involved, etc. offer follow up to reporting employee, discipline as appropriate...etc.

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Commented [JS3]: Annual training, annual review of WVPP, reporting to Supv, Supv report to Mgmt.

Commented [MT4R3]: WITH ACKNOWLEDGEMENT FORM

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Commented [JS5]: After all EE's receive their initial WVP training (PRISM/Vector) we can have a signature page added to their personnel file to acknowledge they received the training and have seen the WVPP, and will comply with all of the procedures as provided

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Commented [JS6]: Supervisors should report staff they observe demonstrating safe practices - we can recognize as a committee through portal since not all EE's have email...

Commented [MT7R6]: Some incentive funds??

~~owner/management of the company)). Employees who demonstrate safe practices may be recognized by their peers and supervisors through the District's Employee Intranet Portal.~~

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~~o The Safety Committee will review recognized employees annually and may reward employees with certificates of recognition and/or higher incentives. Awards may be given based on:~~

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~~▪ Quantity of recognitions~~

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~~▪ Participation and further development to the WVPP training program (i.e. encouraging a new training program based on a potential hazard)~~

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~~• Discipline employees for failure to comply with the WVPP. (You can either refer to [Name of employer]the District existing discipline process or outline specific steps for the WVPP) [Enter information on additional means of ensuring employee compliance]~~

Commented [JS8]: I think disciplinary action will need to go through the SEIU?

~~o Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct as follows:~~

Commented [MT9R8]: Copied this from the SEIU MOU

~~▪ Counseling Session~~

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~~▪ Verbal Warning;~~

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~~▪ Written Warning;~~

~~▪ Reduction in pay;~~

~~▪ Suspension without pay;~~

~~▪ Demotion; and~~

~~▪ Termination of employment.~~

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~~▪ [List and explain other procedures for ensuring employee compliance with the WVPP]~~

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COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. [Describe how this will be accomplished]

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~~o For example, The District will ensure that supervisors and employees can communicate effectively and in the employees' first language.~~

Commented [JS10]: Supervisors can hold a meeting with their direct reports, reinforce their availability to support their staff and offer to resolve any questions or concerns – in the future, acknowledge it in EE reviews, or in quarterly staff meetings?

~~▪ Supervisors will regularly communicate with their direct employees to remind and encourage adherence of the WVPP and address any concerns employees may have.~~

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- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. [Describe how this will be accomplished]

Commented [JS11]: EE's can report a threat of violence to their (any is best) Supv, or any Manager – either known or anon
Poster can be placed with a reminder to report, call 911 etc.

~~o Examples:~~

Commented [MT12R11]: Create form and reference it. Microsoft Form?

- Employees can anonymously report a violent incident, threat, of other violence concerns through the Employee Intranet. An anonymous Microsoft Form will be available.
- Provide contact information for who to call for emergency response [Describe how this will be accomplished, including what number(s) will be called. E.g.: precise access number(s), including how 911 will be accessed.] Employees should call 911 for emergency response if an emergency occurs. Employees should immediately notify a supervisor or manager as soon as possible following the emergency.

Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. [Describe how this will be accomplished]

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Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.

Commented [JS13]: Acknowledgement of report within 24h, follow up within 72h?

Commented [MT14R13]: Generalized vs specific.

Commented [MT15R13]: Annon: broadcast to all employees that threat is under investigation...

Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.

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[Enter other methods of effective communication/Additional communication methods]

Example:
Updates on the status of investigations and corrective actions are may be provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

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Example:
Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.

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Example:
Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.

COORDINATION WITH OTHER EMPLOYERS

[Name of employer]The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, [name of employer]the District will ensure that if its employees experience workplace violence incident that [name of employer]the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

[Name of company]The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will

inform the WVPP administrator. This will be accomplished by either submitting a form via the District's intranet site or emailing a District supervisor or manager. ~~[describe]. If that's not possible, employees will report incidents directly to the WVPP administrator, [Enter the name of the program administrator or the job title] Mary Otten, PVRPD's General Manager.;~~

~~[Enter other procedures for reporting incidents, threats, hazards and concerns of workplace violence.~~

Examples:

Employees can report incidents to their supervisor, HR, or through an online submission form. ~~anonymous hotline. The hotline could be a dedicated phone number or an online form reporting employee may choose to remain anonymous, or enter their name to receive follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site, letting all employees know a form was submitted and will be investigated.~~

~~Workplace Violence Reporting Hotline: [Insert Workplace Violence Hotline number]~~

~~Workplace Violence Reporting form: [Insert Workplace Violence Reporting Form weblink or QR code]~~

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- ~~[Describe how this will occur: For example, An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.]~~
- ~~The District will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.~~
- ~~The District may not retaliate against an employee who is a whistleblower.~~
- ~~The District may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.~~
- ~~The District may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.~~
- ~~Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.~~

EMERGENCY RESPONSE PROCEDURES

~~[Name of employer] The District~~ has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: ~~[state what methods of communication and when certain methods should be used or not used.]~~
 - ~~District Supervisors or Managers will be responsible for alerting staff to reported emergencies.~~
 - ~~Staff will be notified immediately if there is an immediate threat.~~
 - ~~Staff may be notified after an emergency has been resolved if they are not in immediate danger when the emergency occurs.~~

Example:

~~Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)~~

- ~~[Name of employer] The District~~ will have emergency, evacuation ~~or and~~ sheltering plans available for use

Commented [JS16]: Reporting can be done in person, through email, or by phone? To any Supv, their own, or Kathryn?

Commented [MT17R16]: Reference forms and practices in place

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Commented [JS18]: Idk that we have the means to keep this anon, because of caller ID but we could provide a way to submit through an online system for those who wish to remain anon

Commented [MT19R18]: Yes.

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Commented [JS20]: This language IMO can be the same as our discipline for whistleblowing retaliation? Again will need to be SEUI approved?

Commented [MT21R20]: Copy from MOU

Commented [MT22R20]: Not in MOU, but used ...

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Commented [JS23]: District Supervisors or Manager ...

Commented [MT24R23]: Look into all connected for ...

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in the District's Emergency Action Plan. The plan may be found on the staff intranet site. [Describe what these procedures are. The plans could include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.]

Commented [JS25]: Insert existing guidance

- How to obtain help from staff, security personnel, or law enforcement. [Include contact information for response staff and local law enforcement and post in common areas] [list posted locations]. [Describe what those procedures are. This information could include phone numbers, email addresses, and physical locations. If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, (dial outside access number first if applicable) and then notify the (WVPP Administrator).]

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- o If a threat is made to an employee's life, the employee should immediately dial 911 for emergency response.
- o The employee should report the emergency to a supervisor or manager as soon as it is safe to do so.
- o District supervisors, managers, and if needed the District's Safety Committee should respond to the report immediately and review the submitted report within one (1) business day.

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In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
{Semore Joes}Justin Kiraly	Administrative Services Manager{Security Manager}	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	{(562)-423-4567}{805-482-1996 x115}	{semorej}@company.com kiraly@vprpd.org

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Commented [MT26]: Add other Managers

Commented [MT27R26]: Will change per site

[Enter other emergency response procedures]

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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by [Name of employer]the District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: ~~[These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of reprisal/retaliation.]~~

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- o Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.
- o Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.

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Commented [MT28]: Reference communication timeline - daily review and follow up in 72 hours

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Examples:

- o ~~Daily or weekly review of all submitted and reported concerns.~~

~~Workplace Violence Hazards suggestion box~~

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~~An Online form for reporting workplace violence hazards will be available with the option for the reporting employee to remain anonymous. The form will allow an employee to suggest changes to prevent threats as well as be a report of violence.~~

Commented [MT29]: Form has both suggestion and or report of violence

~~Voicemail/email/text messages~~

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~~[Other procedures to ensure employees and employee representatives participate in WVPP.]~~

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Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly by the District's Management team and Safety Committee. ~~[detail periodic inspection frequency]~~

Commented [JS30]: Workplace hazard inspections should be performed quarterly – so I would think quarterly is enough for this too

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Justin[Enter name]	[Enter name of area observed]Community Center
Macy	Aquatic Center...
▲	
▲	
▲	
▲	

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Commented [MT31]: UPDATE PER LOCATION

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Inspections for workplace violence hazards ~~Will be conducted using a productive parks inspection form and may~~ include assessing:

~~[Describe factors specific to workplace that may result in risk of workplace violence.~~

~~Examples:~~

Commented [MT32]: Create a checklist for inspections - productive parks?

- ~~The exterior and interior of the workplace for its attractiveness to robbers.~~
- ~~The need for violence surveillance measures, such as mirrors and cameras.~~
- ~~Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.~~
- ~~Procedures for reporting suspicious persons or activities.~~
- ~~Effective location and functioning of emergency buttons and alarms.~~
- ~~Posting of emergency telephone numbers for law enforcement, fire, and medical services.~~
- ~~Whether employees have access to a telephone with an outside line.~~
- ~~Whether employees have effective escape routes from the workplace.~~

- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]
- ~~[Other procedures to identify and evaluate workplace violence hazards]~~

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. ~~Name of employer~~The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- ~~If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s)-, all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. [Explain which workers this applies to, why they are necessary, and what protections will be provided]~~
 - ~~Applies to XXX~~
- All corrective actions taken will be documented and dated on the appropriate forms. ~~Include procedures for what forms to use and how to document the corrective actions taken~~
 - ~~An inspection and corrective action form will be available for staff to use when a hazard is identified.~~
- Corrective measures for workplace violence hazards will be specific to a given work area.

Examples:

 - ~~Make the workplace unattractive to robbers by:~~
 - ~~Improve lighting around and at the workplace.~~
 - ~~Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.~~
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what

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Commented [JS34]: Once an inspection form is created, we can piggyback/duplicate as a correction checklist?

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Commented [MT35]: Change all these per site

is going on outside and inside the workplace and to dissuade criminal activity. – DISTRICT HAS CAMERAS, CMT. CTR, pvf SNACK BAR, pv pOOL

- The District Hires security guards Park Rangers and have them to patrol parks and patrol the facilities workplace interior and perimeter.

○ ~~Install security surveillance cameras in and around the workplace.~~

○ Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:

- Lock Blocks have been installed on classroom doors
- Emergency alarms are set for unoccupied work sites
-

○ Ensure the adequacy of workplace violence systems

- Training provided for employees upon employment and reviewed annually

○ Post emergency telephone numbers for law enforcement, fire, and medical services

○ Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.

- Community Center – Locked half door at front desk

○ ~~Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.~~

○ Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:

- Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Improve how well our establishment's management and employees communicate with each other.
- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.

○ Ensure adequate employee escape routes.

○ Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. [Provide procedures on how to will be accomplished] by reviewing annual trainings and allowing employees to report and make suggestions without fear of retaliation.

○ Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. [Provide procedures on how to will be accomplished]

○ ~~Establish a policy for prohibited practices [describe what those are, such as a no-weapons policy.~~

○

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~~o Ordinance 8 and Employee Manual~~

~~e—Limit the amount of cash on hand and use time access safes for large bills.~~

~~o~~
~~e—Provide procedures for a "buddy" system for specified emergency events.~~

~~o—[Other procedures for corrective measures for workplace violence hazards]~~

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PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- ~~Interview involved~~ Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
 - o The date, time, and location of the incident.
 - o The workplace violence type or types involved in the incident.
 - o A detailed description of the incident.
 - o A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - o A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - o A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - o The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.

- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

• ~~Post incident, the District will [Other post-incident procedures]~~

~~Example: provide employee support services~~

~~Support and resources via EAP, such as and/or counseling services, are provided to affected employees. (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)~~

Commented [JS36]: I can't think of much else beyond pointing them toward filing comp claim or utilizing EAP

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- ~~Annually~~ to ensure all employees understand and comply with the plan.
- When a new employee is onboarded.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

~~[Name of Employer]~~ The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of

reprisal.

- Workplace violence hazards specific to the employees' jobs, the corrective measures ~~{name of employer}~~the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities ~~{name of employer}~~the District has for interactive questions and answers with a person knowledgeable about the ~~{name of employer}~~ District plan.
- ~~{Other}~~
- Examples:
 - Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
 - How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
 - Employee routes of escape.
 - Emergency medical care provided in the event of any violent act upon an employee
 - Post-event trauma counseling for employees desiring such assistance.

Note: Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

~~{Name of employer}~~The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by: ~~{Describe how this will be accomplished.}~~

~~For Example:~~

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.]

RECORDKEEPING

~~{Name of Employer}~~The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.

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- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Commented [MT37]: WHAT IS TRAINING RETENTION?

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The ~~Name of Employer~~District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of ~~name of employer~~the District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

- ~~{Other review and revision procedures}~~

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EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), ~~Name of employer~~the District will immediately report to Cal/OSHA any serious

injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

~~[Type Title of owner or top management representative formally approving these procedures and have them sign and date~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."]~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well being of our employees and believe that these policies and procedures will help us achieve that goal."]~~

Example:

~~["I, [Name] Mary Otten], General Manager for Pleasant Valley Recreation and Park District, [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."]~~

Commented [MT38]: Mary's Info

~~**Please note:** These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.~~

~~[Name and title of person authorizing this WVPP] — Mary Otten, General Manager~~

~~[Signature of person authorizing this WVPP] _____ [Date of Signature]~~

~~(Signature) _____ (Date)~~

Violent Incident Log

Commented [MT39]: Just add District Info/Logo

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4))
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

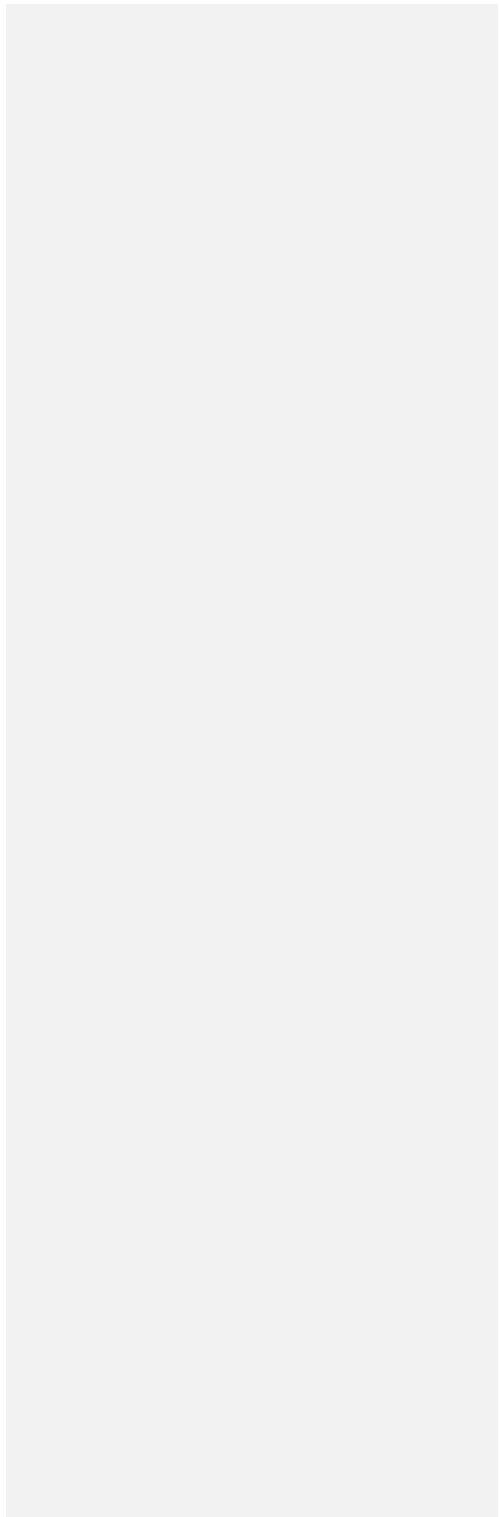
A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]



MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information.

Overview and directions for using the model plan

Who is this model plan for?

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read www.dir.ca.gov/dosh/dosh_publications/_____ (workplace violence webpage link.html) for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

February 2024

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WORKPLACE VIOLENCE PREVENTION PROGRAM for [Name of Employer] Pleasant Valley Recreation and Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: [Type the date the last review was done to the plan]

Date of Last Revision(s): [Type the date the last revision(s) (if any) were made to the plan]

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

WEST SIDE PARKS
EAST SIDE PARKS
CENTRAL PARKS

Commented [MT1]: Add which parks are at each location

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RESPONSIBILITY

The WVPP administrator, ~~[enter the name of the program administrator or the job title]~~The District's General Manager, has the authority and responsibility for implementing the provisions of this plan for ~~[Name of employer]~~the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
[Joe Smith] <u>Mary Otten</u>	[CEO] <u>General Manager</u>	[Overall responsibility for the plan; <u>Mary</u> approves the final plan and any major changes.]	[(323) 123-4567]	[j.smith@company.com] <u>motten@pvrpd.org</u>
[Joe White] <u>Kathryn Drewry</u>	[HR Manager] <u>Human Resources Specialist</u>	[Responsible for employee involvement and training; <u>Joe Kathryn</u> organizes safety meetings, updates training materials, and handles any reports of workplace violence.]	[(213) 123-4567]	[j.white@company.com] <u>kdrewry@pvrpd.org</u>
[Semore Joes] <u>Justin Kiraly</u>	[Security Manager] <u>Administrative Services Manager</u>	[Responsible for emergency response, hazard identification, and coordination with other employers; <u>Semore-Justin</u> conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	[(562) 123-4567]	[semorej@company.com] <u>jkiraly@pvrpd.org</u>

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

~~[Name of employer]~~The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. ~~[Provide details on what these policies and procedures are.]~~

Example:

~~Management will have~~The District's Safety Committee has monthly safety meetings with employees representing each department and their representatives ~~to~~where they may discuss and identify identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

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Designing and implementing training ~~[Provide details on what these policies and procedures are.]~~

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Example:

The District has "PRISM" trainings available which allow employees access to trainings they feel are useful and important in addition to the annual trainings that are implemented for all employees. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident. **PRISM TRAINING**

Commented [JS2]: PRISM trainings available for "Emergency Situations & Workplace Violence" - allow employees to view and access the catalog to register for courses they feel would be helpful in addition to what is implemented for all

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Reporting and investigating workplace violence incidents. ~~[Provide details on what these policies and procedures are.]~~

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The District will make available a reporting form for employees to access at any time. Employees will be encouraged to report threats to any supervisor or human resources with confidence and without fear of retaliation. Management will conduct an internal investigation which may include interviews, review of records, and discipline and will provide follow-up to employees.

Commented [JS3]: Similar to injury reporting, or whistleblowing, outline the pathway for an employee to report with confidence - report to supervisor, provide a form, supervisor reports to HR/Mgmt, internal investigation, interview or witnesses and parties involved, etc. offer follow up to reporting employee, discipline as appropriate...etc.

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Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. ~~[Provide details on what those policies and procedures are.]~~

Commented [JS4]: Annual training, annual review of WVPP, reporting to Supv, Supv report to Mgmt.

Annual training, etc...The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

Commented [MT5R4]: WITH ACKNOWLEDGEMENT FORM

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The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

Training employees, supervisors, and managers in the provisions of ~~[Name of employer]~~the District Workplace Violence Prevention Plan (WVPP)

Commented [JS6]: After all EE's receive their initial WVP training (PRISM/Vector) we can have a signature page added to their personnel file to acknowledge they received the training and have seen the WVPP, and will comply with all of the procedures as provided

Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. ~~[Describe how this will be accomplished]~~

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- The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by ~~[describe how this will be done, for instance by memos/emails or certificate of recognition from the owner/management of the company]~~. Employees who demonstrate safe practices may be recognized by their peers and supervisors through the District's Employee Intranet Portal.
 - The Safety Committee will review recognized employees annually and may reward employees with certificates of recognition and/or higher incentives. Awards may be given based on:
 - Quantity of recognitions
 - Participation and further development to the WVPP training program (i.e. encouraging a new training program based on a potential hazard)
- Discipline employees for failure to comply with the WVPP. (You can either refer to ~~[Name of employer]~~the District's existing discipline process or outline specific steps for the WVPP) ~~[Enter information on additional means of ensuring employee compliance]~~
 - Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct ~~be as follows:~~
 - Counseling Session
 - Verbal Warning;
 - Written Warning;
 - Reduction in pay;
 - Suspension without pay;
 - Demotion; and
 - Termination of employment.
 - ~~[List and explain other procedures for ensuring employee compliance with the WVPP]~~

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Commented [JS7]: Supervisors should report staff they observe demonstrating safe practices – we can recognize as a committee through portal since not all EE's have email...

Commented [MT8R7]: Some incentive funds??

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Commented [JS9]: I think disciplinary action will need to go through the SEIU?

Commented [MT10R9]: Copied this from the SEIU MOU

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COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. ~~[Describe how this will be accomplished]~~ This could be accomplished in combination with current "tailgate trainings".

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Commented [JS11]: Supervisors can hold a meeting with their direct reports, reinforce their availability to support their staff and offer to resolve any questions or concerns – in the future, acknowledge it in EE reviews, or in quarterly staff meetings?

~~o For example, The District will ensure that supervisors and employees can communicate effectively and in the employees' first language.~~

~~o Supervisors will regularly communicate with their direct employees to remind and encourage adherence of the WVPP and address any concerns employees may have.~~

- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. ~~[Describe how this will be accomplished]~~

~~o Examples:~~

- ~~Employees can anonymously report a violent incident, threat, of other violence concerns through the Employee Intranet. An anonymous Microsoft Form will be available.~~
- ~~Provide contact information for who to call for emergency response [Describe how this will be accomplished, including what number(s) will be called. E.g.: precise access number(s), including how 911 will be accessed.] Employees should call 911 for emergency response if an emergency occurs. Employees should immediately notify a supervisor or manager as soon as possible following the emergency.~~

- ~~Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. [Describe how this will be accomplished]~~

~~o Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.~~

~~o Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.~~

~~[Enter other methods of effective communication] Additional communication methods~~

~~Example:~~

~~Updates on the status of investigations and corrective actions are may be provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.~~

~~Example:~~

~~Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.~~

~~Example:~~

~~Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.]~~

COORDINATION WITH OTHER EMPLOYERS

~~[Name of employer] The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.~~

- All employees will be trained on workplace violence prevention.

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Commented [JS12]: EE's can report a threat of violence to their (any is best) Supv, or any Manager – either known or anon

Poster can be placed with a reminder to report, call 911 etc.

Commented [MT13R12]: Create form and reference it. Microsoft Form?

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Commented [JS14]: Acknowledgement of report within 24h, follow up within 72h?

Commented [MT15R14]: Generalized vs specific.

Commented [MT16R14]: Annon: broadcast to all employees that threat is under investigation...

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- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, ~~name of employer~~the District will ensure that if its employees experience a workplace violence incident, that ~~name of employer~~the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

~~Name of company~~The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by either submitting a form via the District's intranet site or emailing a District supervisor or manager. [describe]. If that's not possible, employees will report incidents directly to the WVPP administrator, ~~Enter the name of the program administrator or the job title~~Mary Otten, PVRPD's General Manager.

[Enter other procedures for reporting incidents, threats, hazards and concerns of workplace violence.]

Examples:

Employees can report incidents to their supervisor, HR, or through an online submission form. anonymous hotline. ~~The hotline could be a dedicated phone number or an online form.~~ reporting employee may choose to remain anonymous, or enter their name to receive follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site, letting all employees know a form was submitted and will be investigated.

Workplace Violence Reporting Hotline: [Insert Workplace Violence Hotline number]

Workplace Violence Reporting form: [Insert Workplace Violence Reporting Form weblink or QR code]

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- ~~Describe how this will occur. For example, An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.~~
- The District will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- The District may not retaliate against an employee who is a whistleblower.
- The District may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- The District may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.
- Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

EMERGENCY RESPONSE PROCEDURES

~~Name of employer~~The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: state what methods of communication and when certain methods should be used or not used.

Commented [JS17]: Reporting can be done in person, through email, or by phone? To any Supv, their own, or Kathryn?

Commented [MT18R17]: Reference forms and practices in place

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Commented [JS19]: Idk that we have the means to keep this anon, because of caller ID but we could provide a way to submit through an online system for those who wish to remain anon

Commented [MT20R19]: Yes.

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Commented [JS21]: This language IMO can be the same as our discipline for whistleblowing retaliation? Again will need to be SEUI approved?

Commented [MT22R21]: Copy from MOU

Commented [MT23R21]: Not in MOU, but used language from ca.gov.

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Commented [JS24]: District Supervisors or Manager

Commented [MT25R24]: Look into all connected for

- o District Supervisors or Managers will be responsible for alerting staff to reported emergencies.
- o Staff will be notified immediately if there is an immediate threat.
- o Staff may be notified after an emergency has been resolved if they are not in immediate danger when the emergency occurs.

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Example:

Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)

- [Name of employer]The District will have emergency, evacuation or and sheltering plans available for use in the District's Emergency Action Plan. The plan may be found on the staff intranet site.- [Describe what those procedures are. The plans could include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.]

Commented [JS26]: Insert existing guidance

- How to obtain help from staff, security personnel, or law enforcement. [Include contact information for response staff and local law enforcement and post in common areas] [list posted locations]. [Describe what those procedures are. This information could include phone numbers, email addresses, and physical locations. If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, (dial outside access number first if applicable) and then notify the (WVPP Administrator).]

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- o If a threat is made to an employee's life, the employee should immediately dial 911 for emergency response.
- o The employee should report the emergency to a supervisor or manager as soon as it is safe to do so.
- o District supervisors, managers, and if needed the District's Safety Committee should respond to the report immediately and review the submitted report within one (1) business day.

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In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
{Semore Joes}Justin KiralyMatt Parker	Administrative Parks Services Manager{Security Manager}	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	{(562) 123-4567}805-482-1996 x301	{semorej@compa ny.com}mparkerjki rahy@pvrpd.org

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Commented [MT27]: Add other Managers

Commented [MT28R27]: Will change per site

- [Enter other emergency response procedures]

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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by [Name of employer]the District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: [These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards of threats of violence without fear of

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reprisal/retaliation.)

- o ~~Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.~~
- o ~~Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.~~

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~~Examples:~~

~~• Daily or weekly review of all submitted and reported concerns.~~

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Commented [MT29]: Reference communication timeline - daily review and follow up in 72 hours

~~• Workplace Violence Hazards suggestion box~~

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Commented [MT30]: Form has both suggestion and or report of violence

o ~~An Online form for reporting workplace violence hazards will be available with the option for the reporting employee to remain anonymous. The form will allow an employee to suggest changes to prevent threats as well as be a report of violence.~~

~~• Voicemail/email/text messages~~

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~~• [Other procedures to ensure employees and employee representatives participate in WVPP.]~~

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Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly by the District's Management team and Safety Committee. ~~;~~ ~~[detail periodic inspection frequency]~~

Commented [JS31]: Workplace hazard inspections should be performed quarterly – so I would think quarterly is enough for this too

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Justin [Enter name] Joey Key	[Enter name of area observed] Community Center and central park locations
Macy Armando Madera	Aquatic Center... Eastside park locations
Mike Guerrero	Westside park locations
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▲	
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Commented [MT32]: UPDATE PER LOCATION

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Commented [MT33]: Create a checklist for inspections - productive parks?

Inspections for workplace violence hazards ~~Will be conducted using a productive parks inspection form and may include assessing:~~

~~[Describe factors specific to workplace that may result in risk of workplace violence.~~

~~Examples:~~

- ~~The exterior and interior of the workplace for its attractiveness to robbers.~~
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting

employees, who are not security guards, from confronting violent persons or persons committing a criminal act.

- Procedures for reporting suspicious persons or activities.
- ~~Effective location and functioning of emergency buttons and alarms.~~
- ~~Posting of emergency telephone numbers for law enforcement, fire, and medical services.~~
- ~~Whether employees have access to a telephone with an outside line.~~
- ~~Whether employees have effective escape routes from the workplace.~~
- Whether employees have a designated safe area where they can go to in an emergency.
- ~~Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.~~
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]
- ~~[Other procedures to identify and evaluate workplace violence hazards]~~

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. ~~[Name of employer]~~The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s) -, all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. ~~[Explain which workers this applies to, why they are necessary, and what protections will be provided]~~
 - ~~Applies to XXX~~ Most senior staff present at time of hazard who will have received the most hours of training will be equipped with their personal communication devices.
- All corrective actions taken will be documented and dated on the appropriate forms. ~~[include procedures for what forms to use and how to document the corrective actions taken]~~

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Commented [JS35]: Once an inspection form is created, we can piggyback/duplicate as a correction checklist?

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- o An inspection and corrective action form will be available for staff to use when a hazard is identified.

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- Corrective measures for workplace violence hazards will be specific to a given work area.

Examples:

- o Make the workplace unattractive to robbers by:

Commented [MT36]: Change all these per site

- o Improve lighting around and at the workplace.

- o Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.

- o Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity. The District has cameras at the Community Center, the Pleasant Valley Fields Snack Bar and the Aquatic Center.

- o The District H hires security guards Park Rangers and have them to patrol parks and patrol the facilities workplace interior and perimeter.

- o Install security surveillance cameras in and around the workplace.

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- o Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:

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- o Ensure the adequacy of workplace violence systems

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- o Training provided for employees upon employment and reviewed annually

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- o Post emergency telephone numbers for law enforcement, fire, and medical services

- o Control access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.

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- o Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.

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- o Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:

- Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
- Improve how well our establishment's management and employees communicate with each other.
- Procedures for reporting suspicious persons, activities, and packages.
- Provide/review employee, supervisor, and management training on emergency action procedures.

~~o Ensure adequate employee escape routes.~~

~~o Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. [Provide procedures on how to will be accomplished] by reviewing annual trainings and allowing employees to report and make suggestions without fear of retaliation.~~

~~o Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. [Provide procedures on how to will be accomplished]~~

~~o A. Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct:~~

~~o i. Counseling Session~~

~~o ii. Verbal Warning~~

~~o iii. Written Warning~~

~~o iv. Reduction in Pay~~

~~o v. Suspension Without Pay~~

~~o vi. Demotion~~

~~o vii. Termination of Employment~~

~~o Establish a policy for prohibited practices [describe what those are, such as a no weapons policy.~~

~~o Ordinance 8 and Employee Manual list all approved and prohibited practices.~~

~~o Limit the amount of cash on hand and use time access safes for large bills.~~

~~o Provide procedures for a "buddy" system for specified emergency events.~~

~~o [Other procedures for corrective measures for workplace violence hazards]~~

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PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- ~~Interview involved~~Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

● ~~Post incident, the District will [Other post incident procedures]~~

~~Example: pProvide employee support services~~

~~Support and resources via EAP, such as and/or counseling services, are provided to affected employees. (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)~~

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

Commented [JS37]: I can't think of much else beyond pointing them toward filing comp claim or utilizing EAP

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- When a new employee is onboarded.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

{Name of Employer}The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures {name of employer}the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities {name of employer}the District has for interactive questions and answers with a person knowledgeable about the {name of employer} District plan.

• {Other}

• Examples:

- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

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EMPLOYEE ACCESS TO THE WRITTEN WVPP

~~[Name of employer]~~The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by: ~~[Describe how this will be accomplished.]~~

~~For Example:~~

- ~~• Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.~~
- ~~• We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.]~~

RECORDKEEPING

~~[Name of Employer]~~The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Commented [MT38]: WHAT IS TRAINING RETENTION?

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The ~~[Name of Employer]~~District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.

- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of ~~[name of employer]~~the District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

• ~~[Other review and revision procedures]~~

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EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), ~~[Name of employer]~~the District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

~~[Type Title of owner or top management representative formally approving these procedures and have them sign and date~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."]~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal."]~~

Example:

["I, ~~[Name]~~Mary Otten, General Manager for Pleasant Valley Recreation and Park District,~~[Job Title] of [Employer],~~ hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."]

Commented [MT39]: Mary's Info

~~Please note: These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.]~~

~~[Name and title of person authorizing this WVPP] — Mary Otten, General Manager~~

[Signature of person authorizing this WV/PP] _____ [Date of Signature] _____
 (Signature) _____ (Date)

Violent Incident Log

Commented [MT40]: Just add District Info/Logo

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred]a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: *It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.*

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.
- Other.

Explain: *[Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]*

Workplace violence committed by: *[For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]*

Circumstances at the time of the incident: *[write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed,*

working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

Overview and directions for using the model plan

Who is this model plan for?

As a result of California Senate Bill 553 (SB 553), all employers that fall within the scope of California Labor Code (LC) 6401.7 and LC 6401.9, are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, section 3342 Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing Injury and Illness Prevention Program (IIPP) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read [www.dir.ca.gov/dosh/dosh_publications/ _____](http://www.dir.ca.gov/dosh/dosh_publications/_____) (workplace violence webpage link.html) for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

February 2024

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**WORKPLACE VIOLENCE PREVENTION PROGRAM for
Pleasant Valley Recreation and Park District**

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: July 1, 2024

Date of Last Revision(s): July 1, 2024

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, The District's General Manager, has the authority and responsibility for implementing the provisions of this plan for the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Mary Otten	General Manager	[Overall responsibility for the plan; Mary approves the final plan and any major changes.]	(805) 482-1996	motten@pvrpd.org
Kathryn Drewry	Human Resources Specialist	[Responsible for employee involvement and training; Kathryn organizes safety meetings, updates training materials, and handles any reports of workplace violence.]	(805) 482-1996	kdrewry@pvrpd.org
Justin Kiraly	Administrative Services Manager	[Responsible for emergency response, hazard identification, and coordination with other employers; Justin conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	(805) 482-1996	jkiraly@pvrpd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence.

The District's Safety Committee has monthly safety meetings with employees representing each department where they may discuss and identify workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

- Designing and implementing training

The District has "PRISM" trainings available which allow employees access to trainings they feel are useful and important in addition to the annual trainings that are implemented for all employees. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.

- Reporting and investigating workplace violence incidents.

The District will make available a reporting form for employees to access at any time. Employees will be encouraged to report threats to any supervisor or human resources with confidence and without fear of retaliation. Management will conduct an internal investigation which may include interviews, review of records, and discipline and will provide follow-up to employees.

- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
 - The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of the District Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
 - The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace. Employees who demonstrate safe practices may be recognized by their peers and supervisors through the District's Employee Intranet Portal.
 - The Safety Committee will review recognized employees annually and may reward employees with certificates of recognition and/or higher incentives. Awards may be given based on:
 - Quantity of recognitions
 - Participation and further development to the WVPP training program (i.e. encouraging a new training program based on a potential hazard)
- Discipline employees for failure to comply with the WVPP. (You can either refer to the District existing discipline process or outline specific steps for the WVPP) [Enter information on additional means of ensuring employee compliance]
 - Discipline for failure to comply will follow the progression described below depending on the nature

and/or seriousness of the underlying conduct:

- Counseling Session
- Verbal Warning;
- Written Warning;
- Reduction in pay;
- Suspension without pay;
- Demotion; and
- Termination of employment.

COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. [Describe how this will be accomplished]
 - The District will ensure that supervisors and employees can communicate effectively and in the employees' first language.
 - Supervisors will regularly communicate with their direct employees to remind and encourage adherence of the WVPP and address any concerns employees may have.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. [Describe how this will be accomplished]
 - Examples:
 - Employees can anonymously report a violent incident, threat, of other violence concerns through the Employee Intranet. An anonymous Microsoft Form will be available.
 - Employees should call 911 for emergency response if an emergency occurs. Employees should immediately notify a supervisor or manager as soon as possible following the emergency.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. []
 - Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.
 - Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.

- Additional communication methods
Updates on the status of investigations and corrective actions may be provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

COORDINATION WITH OTHER EMPLOYERS

The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, the District will ensure that if its employees experience workplace violence incident that the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by either submitting a form via the District's intranet site or emailing a District supervisor or manager. ~~[describe]~~. If that's not possible, employees will report incidents directly to the WVPP administrator, Mary Otten, PVRPD's General Manager.

Employees can report incidents to their supervisor, HR, or through an online submission form. ~~anonymous hotline~~. The reporting employee may choose to remain anonymous, or enter their name to receive follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site, letting all employees know a form was submitted and will be investigated.

Workplace Violence Reporting form:

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.]
- The District will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- The District may not retaliate against an employee who is a whistleblower.
- The District may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- The District may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.
- Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

EMERGENCY RESPONSE PROCEDURES

The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence

emergencies by the following: [state what methods of communication and when certain methods should be used or not used.

- District Supervisors or Managers will be responsible for alerting staff to reported emergencies.
 - Staff will be notified immediately if there is an immediate threat.
 - Staff may be notified after an emergency has been resolved if they are not in immediate danger when the emergency occurs.
- The District will have emergency, evacuation and sheltering plans available for use in the District's Emergency Action Plan. The plan may be found on the staff intranet site. [
 - How to obtain help from staff, security personnel, or law enforcement. [Include contact information for response staff and local law enforcement and post in common areas] [list posted locations]. [Describe what those procedures are. This information could include phone numbers, email addresses, and physical locations. If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, (dial outside access number first if applicable) and then notify the (WVPP Administrator).]
 - If a threat is made to an employee's life, the employee should immediately dial 911 for emergency response.
 - The employee should report the emergency to a supervisor or manager as soon as it is safe to do so.
 - District supervisors, managers, and if needed the District's Safety Committee should respond to the report immediately and review the submitted report within one (1) business day.

In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Justin Kiraly	Administrative Services Manager	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	805-482-1996 x115	jkiraly@pvrrpd.org

WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by the District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards:

Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.

- Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted quarterly by the District's Management team and Safety Committee.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Justin	Community Center

Inspections for workplace violence hazards will be conducted using a productive parks inspection form and may include assessing:

Examples:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger

or that summon assistance, e.g., alarms or panic buttons.

- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees need to correct the hazardous condition will be provided with the necessary protection. [Explain which workers this applies to, why they are necessary, and what protections will be provided]
- All corrective actions taken will be documented and dated on the appropriate forms. [~~include procedures for what forms to use and how to document the corrective actions taken~~].
 - An inspection and corrective action form will be available for staff to use when a hazard is identified.
- Corrective measures for workplace violence hazards will be specific to a given work area.
 - Make the workplace unattractive to robbers by:
 - Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity. – DISTRICT HAS CAMERAS, Administration Office lobby
 - The District hires Park Rangers to patrol parks and facilities.
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - Lock Blocks have been installed on classroom doors
 - Emergency alarms are set for unoccupied work sites
 - Ensure the adequacy of workplace violence systems
 - Training provided for employees upon employment and reviewed annually
 - Post emergency telephone numbers for law enforcement, fire, and medical services
 - Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.
 - Community Center – Locked half door at front desk

- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence by reviewing annual trainings and allowing employees to report and make suggestions without fear of retaliation.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. [Provide procedures on how to will be accomplished]
- Establish a policy for prohibited practices [describe what those are, such as a no-weapons policy.
 - Ordinance 8 and Employee Manual
- Limit the amount of cash on hand and use time access safes for large bills.

PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information,

such as: [See attached Violent Incident Log]

- The date, time, and location of the incident.
- The workplace violence type or types involved in the incident.
- A detailed description of the incident.
- A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

Post incident, the District will provide employee support services and resources via EAP and/or counseling services to affected employees.

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- When a new employee is onboarded.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities the District has for interactive questions and answers with a person knowledgeable about the District plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

EMPLOYEE ACCESS TO THE WRITTEN WVPP

The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.]

RECORDKEEPING

The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of the District's WVPP should include, but is not limited to:

- Review of incident investigations and the violent incident log.
- Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

EMPLOYER REPORTING RESPONSIBILITIES

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, the District will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Example:

“I, Mary Otten, General Manager for Pleasant Valley Recreation and Park District, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.”

Mary Otten, General Manager

(Signature)

(Date)

Violent Incident Log

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information.

Overview and directions for using the model plan

Who is this model plan for?

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read www.dir.ca.gov/dosh/dosh_publications/_____ (workplace violence webpage link.html) for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

February 2024

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WORKPLACE VIOLENCE PREVENTION PROGRAM for [Name of Employer] Pleasant Valley Recreation and Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: [Type the date the last review was done to the plan]

Date of Last Revision(s): [Type the date the last revision(s) (if any) were made to the plan]

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, ~~[enter the name of the program administrator or the job title]~~The District's General Manager, has the authority and responsibility for implementing the provisions of this plan for ~~[Name of employer]~~the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

<u>Responsible Persons</u>	<u>Job Title/Position</u>	<u>WVPP Responsibility(ies)</u>	<u>Phone #</u>	<u>Email</u>
{Joe Smith}	{CEO}	[Overall responsibility for the plan; approves the final plan and any major changes.]	{(323) 123-4567}	{Jsmith@company.com}
{Joe White}	{HR Manager}	[Responsible for employee involvement and training; Joe organizes safety meetings, updates training materials, and handles any reports of workplace violence.]	{(213) 123-4567}	{Jwhite@company.com}
{Semore Joes}	{Security Manager}	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	{(562) 123-4567}	{semorej@company.com}
<u>Responsible Persons</u>	<u>Job Title/Position</u>	<u>WVPP Responsibility(ies)</u>	<u>Phone #</u>	<u>Email</u>
Mary Otten	General Manager	[Overall responsibility for the plan; Mary approves the final plan and any major changes.]	805-482-1996 x114	motten@pvrpd.org
Kathryn Drewry	Human Resources Specialist	[Responsible for employee involvement and training; Kathryn organizes safety meetings, updates training materials, and handles any reports of workplace	805-482-1996 x113	kdrewry@pvrpd.org

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		violence.]		
Matthew Parker	Parks Services Manager	[Responsible for emergency response, hazard identification, and coordination with other employers; Matt conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	805-482-1996 x301	mparker@pvrpd.org

All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

~~[Name of employer]~~The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. ~~[Provide details on what these policies and procedures are.]~~

~~Example:~~

~~Management will have~~The District's Safety Committee has monthly safety meetings with employees representing each department and their representatives ~~to where they may discuss and identification~~of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).]

- Designing and implementing training ~~[Provide details on what these policies and procedures are.]~~

~~Example:~~

The District has "PRISM" trainings available which allow employees access to trainings they feel are useful and important in addition to the annual trainings that are implemented for all employees. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident.] **PRISM TRAINING**

- Reporting and investigating workplace violence incidents. ~~[Provide details on what these policies and procedures are.]~~

The District will make available a reporting form for employees to access at any time. Employees will be encouraged to report threats to any supervisor or human resources with confidence and without fear of retaliation. Management will conduct an internal investigation which may include interviews, review of records, and discipline and will provide follow-up to employees.

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Commented [JS1]: PRISM trainings available for "Emergency Situations & Workplace Violence" - allow employees to view and access the catalog to register for courses they feel would be helpful in addition to what is implemented for all

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Commented [JS2]: Similar to injury reporting, or whistleblowing, outline the pathway for an employee to report with confidence - report to supervisor, provide a form, supervisor reports to HR/Mgmt, internal investigation, interview or witnesses and parties involved, etc. offer follow up to reporting employee, discipline as appropriate...etc.

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- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.
- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. [Provide details on what those policies and procedures are.]
 - Annual training, etc...The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

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Commented [JS3]: Annual training, annual review of WVPP, reporting to Supv, Supv report to Mgmt.

Commented [MT4R3]: WITH ACKNOWLEDGEMENT FORM

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EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

- Training employees, supervisors, and managers in the provisions of [Name of employer]the District Workplace Violence Prevention Plan (WVPP)
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. [Describe how this will be accomplished]
 - The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace, by [describe how this will be done, for instance by memos/emails or certificate of recognition from the owner/management of the company]. Employees who demonstrate safe practices may be recognized by their peers and supervisors through the District's Employee Intranet Portal.
 - The Safety Committee will review recognized employees annually and may reward employees with certificates of recognition and/or higher incentives. Awards may be given based on;
 - Quantity of recognitions
 - Participation and further development to the WVPP training program (i.e. encouraging a new training program based on a potential hazard)
- Discipline employees for failure to comply with the WVPP. (You can either refer to [Name of employer]the District existing discipline process or outline specific steps for the WVPP) [Enter information on additional means of ensuring employee compliance]
 - Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct-be as follows;
 - Counseling Session

Commented [JS5]: After all EE's receive their initial WVP training (PRISM/Vector) we can have a signature page added to their personnel file to acknowledge they received the training and have seen the WVPP, and will comply with all of the procedures as provided

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Commented [JS6]: Supervisors should report staff they observe demonstrating safe practices – we can recognize as a committee through portal since not all EE's have email...

Commented [MT7R6]: Some incentive funds??

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Commented [JS8]: I think disciplinary action will need to go through the SEIU?

Commented [MT9R8]: Copied this from the SEIU MOU

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- Verbal Warning;
- Written Warning;
- Reduction in pay;
- Suspension without pay;
- Demotion; and
- Termination of employment.
- [List and explain other procedures for ensuring employee compliance with the WVPP]

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COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. [Describe how this will be accomplished]
 - For example, The District will ensure that supervisors and employees can communicate effectively and in the employees' first language.
 - Supervisors will regularly communicate with their direct employees to remind and encourage adherence of the WVPP and address any concerns employees may have.
- Posted or distributed workplace violence prevention information.
- How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. [Describe how this will be accomplished]
 - Examples:
 - Employees can anonymously report a violent incident, threat, of other violence concerns through the Employee Intranet. An anonymous Microsoft Form will be available.
 - Provide contact information for who to call for emergency response [Describe how this will be accomplished, including what number(s) will be called. E.g.: precise access number(s), including how 911 will be accessed.] Employees should call 911 for emergency response if an emergency occurs. Employees should immediately notify a supervisor or manager as soon as possible following the emergency.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. [Describe how this will be accomplished]
 - Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.
 - Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within

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Commented [JS10]: Supervisors can hold a meeting with their direct reports, reinforce their availability to support their staff and offer to resolve any questions or concerns – in the future, acknowledge it in EE reviews, or in quarterly staff meetings?

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Commented [JS11]: EE's can report a threat of violence to their (any is best) Supv, or any Manager – either known or anon

Poster can be placed with a reminder to report, call 911 etc.

Commented [MT12R11]: Create form and reference it. Microsoft Form?

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Commented [JS13]: Acknowledgement of report within 24h, follow up within 72h?

Commented [MT14R13]: Generalized vs specific.

Commented [MT15R13]: Annon: broadcast to all employees that threat is under investigation...

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24 hours of a report. Any findings will be followed up once the investigation is complete.

~~[Enter other methods of effective communication]~~ Additional communication methods

Example:

Updates on the status of investigations and corrective actions ~~are may be~~ provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

Example:

~~Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.~~

Example:

~~Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.~~

COORDINATION WITH OTHER EMPLOYERS

~~[Name of employer]~~ The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, ~~[name of employer]~~ the District will ensure that if its employees experience workplace violence incident that ~~[name of employer]~~ the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

~~[Name of company]~~ The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. This will be accomplished by either submitting a form via the District's intranet site or emailing a District supervisor or manager. [describe]. If that's not possible, employees will report incidents directly to the WVPP administrator, ~~[Enter the name of the program administrator or the job title]~~ Mary Otten, PVRPD's General Manager.

~~[Enter other procedures for reporting incidents, threats, hazards and concerns of workplace violence.]~~

Examples:

Employees can report incidents to their supervisor, HR, or through an online submission form. ~~anonymous hotline. The hotline could be a dedicated phone number or an online form.~~ reporting employee may choose to remain anonymous, or enter their name to receive follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site, letting all employees know a form was submitted and will be investigated.

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Commented [JS16]: Reporting can be done in person, through email, or by phone? To any Supv, their own, or Kathryn?

Commented [MT17R16]: Reference forms and practices in place

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Commented [JS18]: ldk that we have the means to keep this anon, because of caller ID but we could provide a way to submit through an online system for those who wish to remain anon

Commented [MT19R18]: Yes.

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Workplace Violence Reporting Hotline: [Insert Workplace Violence Hotline number]

Workplace Violence Reporting form: [Insert Workplace Violence Reporting Form weblink or QR code]

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- Describe how this will occur. For example, An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.
- The District will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
- The District may not retaliate against an employee who is a whistleblower.
- The District may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
- The District may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.
- Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

EMERGENCY RESPONSE PROCEDURES

[Name of employer]The District has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: [state what methods of communication and when certain methods should be used or not used.]
 - o District Supervisors or Managers will be responsible for alerting staff to reported emergencies.
 - o Staff will be notified immediately if there is an immediate threat.
 - o Staff may be notified after an emergency has been resolved if they are not in immediate danger when the emergency occurs.

Example:

Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)

- [Name of employer]The District will have emergency, evacuation or and sheltering plans available for use in the District's Emergency Action Plan. The plan may be found on the staff intranet site. [Describe what those procedures are. The plans could include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.]

- How to obtain help from staff, security personnel, or law enforcement. [Include contact information for response staff and local law enforcement and post in common areas] [list posted locations]. [Describe what those procedures are. This information could include phone numbers, email addresses, and physical locations. If there is immediate danger, call for emergency assistance by dialing (9) 9-1-1, (dial outside access number first if applicable) and then notify the (WVPP Administrator).]

- o If a threat is made to an employee's life, the employee should immediately dial 911 for emergency response.
- o The employee should report the emergency to a supervisor or manager as soon as it is safe to do so.
- o District supervisors, managers, and if needed the District's Safety Committee should respond to the report immediately and review the submitted report within one (1) business day.

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Commented [JS20]: This language IMO can be the same as our discipline for whistleblowing retaliation? Again will need to be SEUI approved?

Commented [MT21R20]: Copy from MOU

Commented [MT22R20]: Not in MOU, but used language from ca.gov. But should we change the wording so it doesn't say non-retaliation policy??

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Commented [JS23]: District Supervisors or Managers will be responsible for alerting staff to the emergency – I suggest keeping this broad and placing responsibility for any Supv on duty/present.

Having a department contact sheet with names, phone numbers, any (volunteered) medical information and an emergency contact...this card would come in handy in these circumstances as well – helps with checking off to make sure you notified everyone

Commented [MT24R23]: Look into all connected for emergency text notification to all staff

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Commented [JS25]: Insert existing guidance

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In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
{Semore Joes}Justin Kiraly	Administrative Services Manager{Security Manager}	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	{(562) 123-4567}805-482-1996 x115	{semorej@company.com}jkiraly@pv.rpd.org

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- Commented [MT26]: Add other Managers
- Commented [MT27R26]: Will change per site

~~[Enter other emergency response procedures]~~

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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by ~~[Name of employer]~~the District to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: ~~[These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of reprisal/retaliation.]~~

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- ~~Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.~~
- ~~Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.~~

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~~Examples:~~

- ~~Daily or weekly review of all submitted and reported concerns.~~
- ~~Workplace Violence Hazards suggestion box~~
- ~~An Online form for reporting workplace violence hazards will be available with the option for the reporting employee to remain anonymous. The form will allow an employee to suggest changes to prevent threats as well as be a report of violence.~~
- ~~Voicemail/email/text messages~~

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Commented [MT28]: Reference communication timeline - daily review and follow up in 72 hours

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Commented [MT29]: Form has both suggestion and or report of violence

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- ~~[Other procedures to ensure employees and employee representatives participate in WVPP.]~~

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted ~~quarterly by the District's Management team and Safety Committee. [detail periodic inspection frequency]~~

Commented [JS30]: Workplace hazard inspections should be performed quarterly – so I would think quarterly is enough for this too

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following

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designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Justin[Enter name]	[Enter name of area observed]Community Center
Macy	Aquatic Center...
▲	
▲	
▲	
▲	

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Commented [MT31]: UPDATE PER LOCATION

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Inspections for workplace violence hazards Will be conducted using a productive parks inspection form and may include assessing:

~~[Describe factors specific to workplace that may result in risk of workplace violence.~~

Examples:

Commented [MT32]: Create a checklist for inspections - productive parks?

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.

- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]
- ~~[Other procedures to identify and evaluate workplace violence hazards]~~

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. ~~[Name of employer]~~The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. [Explain which workers this applies to, why they are necessary, and what protections will be provided]
 - ~~Applies to XXX~~
- All corrective actions taken will be documented and dated on the appropriate forms. [Include procedures for what forms to use and how to document the corrective actions taken]
 - ~~An inspection and corrective action form will be available for staff to use when a hazard is identified.~~
- Corrective measures for workplace violence hazards will be specific to a given work area.

~~[Examples:~~

- ~~o Make the workplace unattractive to robbers by:~~
 - ~~o Improve lighting around and at the workplace.~~
 - ~~o Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.~~
 - ~~o Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity. - DISTRICT HAS CAMERAS, CMT. CTR, pvf SNACK BAR, pv pOOL~~
 - ~~o The District H hires security guards Park Rangers and have them to patrol parks and patrol the facilities workplace interior and perimeter.~~
- ~~o Install security surveillance cameras in and around the workplace.~~
 - Provide workplace violence systems, such as door locks, violence windows, physical barriers, emergency alarms and restraint systems by:
 - ~~Lock Blocks have been installed on classroom doors~~
 - ~~Emergency alarms are set for unoccupied work sites~~
 -
 - Ensure the adequacy of workplace violence systems
 - ~~Training provided for employees upon employment and reviewed annually~~
 - Post emergency telephone numbers for law enforcement, fire, and medical services

Commented [MT33]: This changes per site

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Commented [JS34]: Once an inspection form is created, we can piggyback/duplicate as a correction checklist?

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- ~~Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.~~
- ~~Community Center – Locked half door at front desk~~
- ~~Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.~~

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- Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:
 - Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
 - Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.
 - Improve how well our establishment's management and employees communicate with each other.
 - Procedures for reporting suspicious persons, activities, and packages.
 - Provide/review employee, supervisor, and management training on emergency action procedures.
- Ensure adequate employee escape routes.
- Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. ~~[Provide procedures on how to will be accomplished]~~ by reviewing annual trainings and allowing employees to report and make suggestions without fear of retaliation.
- Ensure that employee disciplinary and discharge procedures address the potential for workplace violence. [Provide procedures on how to will be accomplished]
- ~~Establish a policy for prohibited practices [describe what those are, such as a no-weapons policy.~~
 - Ordinance 8 and Employee Manual
- ~~Limit the amount of cash on hand and use time access safes for large bills.~~
- ~~Provide procedures for a "buddy" system for specified emergency events.~~
- ~~[Other procedures for corrective measures for workplace violence hazards]~~

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PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- ~~Interview involved~~ Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.

- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [\[See attached Violent Incident Log\]](#)
 - The date, time, and location of the incident.
 - The workplace violence type or types involved in the incident.
 - A detailed description of the incident.
 - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - The type of incident, including, but not limited to, whether it involved any of the following:
 - Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
 - Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.

- Reviewing all previous incidents.

• ~~Post incident, the District will [Other post incident procedures]~~

~~Example: provide employee support services~~

~~Support and resources via EAP, such as and/or counseling services, are provided to affected employees. (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)~~

Commented [JS36]: I can't think of much else beyond pointing them toward filing comp claim or utilizing EAP

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- When a new employee is onboarded.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

~~[Name of Employer]~~The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures ~~[name of employer]~~the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- ~~Opportunities [name of employer]~~the District has for interactive questions and answers with a person knowledgeable about the ~~[name of employer]~~ District plan.
- ~~[Other]~~
- Examples:
 - Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.

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- Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

~~[Name of employer]~~The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by: ~~[Describe how this will be accomplished.]~~

~~For Example:~~

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.]

RECORDKEEPING

~~[Name of Employer]~~The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Commented [MT37]: WHAT IS TRAINING RETENTION?

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The ~~Name of Employer~~District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of ~~name of employer~~the District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

- ~~{Other review and revision procedures}~~

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EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\). Reporting Work-Connected Fatalities and Serious Injuries](#), ~~Name of employer~~the District will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

~~{Type Title of owner or top management representative formally approving these procedures and have them sign and date}~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."]~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal."]~~

Example:

{“I, [Name Mary Otten], General Manager for Pleasant Valley Recreation and Park District [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal.”}

Commented [MT38]: Mary's Info

Please note: These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.

[Name and title of person authorizing this WVPP] — Mary Otten, General Manager

[Signature of person authorizing this WVPP] _____ [Date of Signature]

(Signature) _____ (Date)

Violent Incident Log

Commented [MT39]: Just add District Info/Logo

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

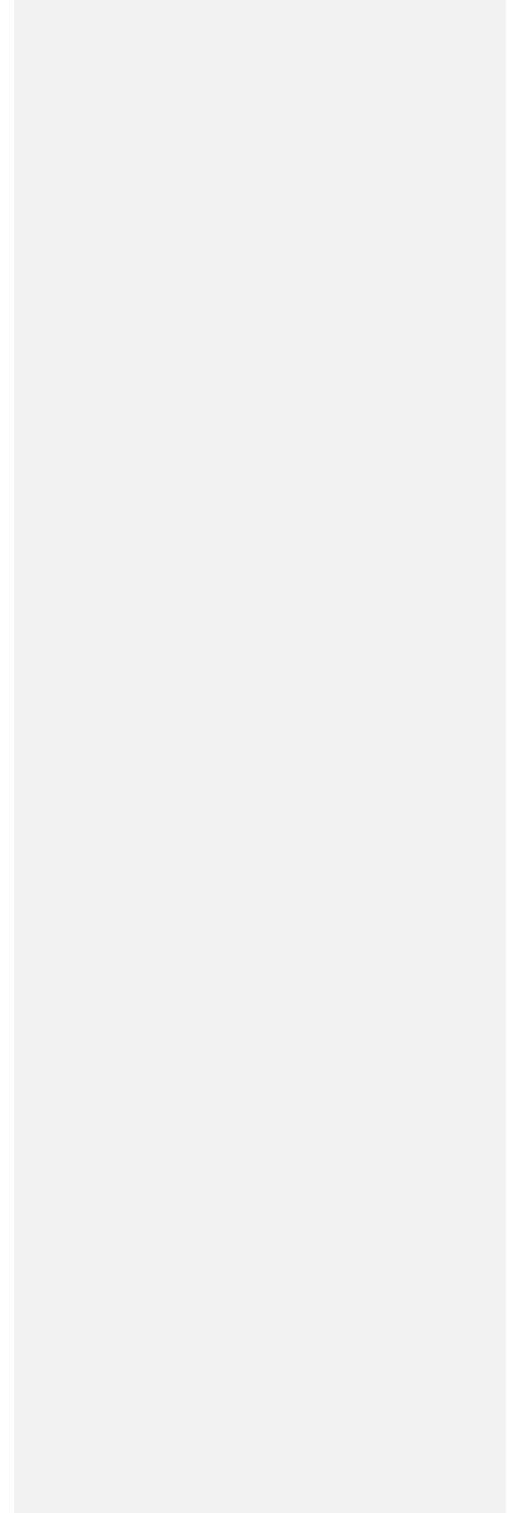
A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]



MODEL WRITTEN WORKPLACE VIOLENCE PREVENTION PLAN for GENERAL INDUSTRY (NON-HEALTHCARE SETTINGS)

This is a fillable template that the employer must complete. Instructions in red font enclosed in brackets indicate where you must enter your worksite-specific information.

Overview and directions for using the model plan

Who is this model plan for?

As a result of [California Senate Bill 553 \(SB 553\)](#), all employers that fall within the scope of [California Labor Code \(LC\) 6401.7 and LC 6401.9](#), are required to establish, implement, and maintain an effective, written Workplace Violence Prevention Plan (WVPP) no later than July 1, 2024.

Employers with workplaces covered by California Code of Regulations (CCR), Title 8, [section 3342](#) Violence Prevention in Health Care should not use this model program, but instead implement the requirements of section 3342.

What does the model plan include?

Employers are not required to use this model WVPP. They may create their own, use another WVPP template, or incorporate workplace violence prevention into their existing [Injury and Illness Prevention Program \(IIPP\)](#) as a separate section. Cal/OSHA requires employers to engage with employees in developing and implementing their WVPP. This model plan is intended to help employers develop a separate, stand-alone Workplace Violence Prevention Plan (WVPP). It was written for a broad spectrum of employers, and it may not match your establishment's exact needs. However, it provides the essential framework to identify, evaluate, and control workplace violence hazards.

Use of this model program does not ensure compliance with LC section 6401.9. Employers are liable for any violations of LC section 6401.9 regardless of use of this model program.

How to put the model program to use?

Proper use of this model program requires the employer to identify and ensure that the person or person(s) responsible for implementing the plan:

- Review the full requirements of LC sections 6401.7 and 6401.9.
- Review the requirements for each of the WVPP elements found in this model plan, ensure workplace violence concerns are incorporated, fill in the appropriate blank spaces/instructions in red font enclosed in brackets, and check those items that are applicable to their workplace
- Read www.dir.ca.gov/dosh/dosh_publications/_____ (workplace violence webpage link.html) for additional guidance.
- Obtain the active involvement of employees and their authorized employee representatives in developing and implementing the plan.
- Make the plan available and easily accessible to affected employees, authorized employee representatives, and representatives of Cal/OSHA at all times.



Cal/OSHA Publications Unit

February 2024

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WORKPLACE VIOLENCE PREVENTION PROGRAM for ~~[Name of Employer]~~ Pleasant Valley Recreation and Park District

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by [Labor Code \(LC\) section 6401.9](#).

Date of Last Review: ~~[Type the date the last review was done to the plan]~~ June 5, 2024

Date of Last Revision(s): ~~[Type the date the last revision(s) (if any) were made to the plan]~~ June 5, 2024

Commented [JS1]: If this is something we are having the board review I would just use the date they would approve it as last review/revision

DEFINITIONS

Emergency - Unanticipated circumstances that can be life threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite, and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there, but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, ~~[enter the name of the program administrator or the job title]~~The District's General Manager, has the authority and responsibility for implementing the provisions of this plan for ~~[Name of employer]~~the District. If there are multiple persons responsible for the plan, their roles will be clearly described.

Example:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
[Joe Smith] Mary Otten	[CEO] General Manager	[Overall responsibility for the plan; Mary approves the final plan and any major changes.]	[(323) 123-4567] 805-482-1996 x114	[Jsmith@company.com] motten@pvrpd.org
[Joe White] Kathryn Drewry	[HR Manager] Human Resources Specialist	[Responsible for employee involvement and training; Joe-Kathryn organizes safety meetings, updates training materials, and handles any reports of workplace violence.]	805-482-1996 x113 [(213) 123-4567]	[Jwhite@company.com] kdrewry@pvrpd.org
[Semore Joes] Matthew Parker	[Security Manager] Parks Services Manager	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore-Matt conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	805-482-1996 x301 [(562) 123-4567]	[semorej@company.com] mparker@pvrpd.org

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All managers and supervisors are responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

EMPLOYEE ACTIVE INVOLVEMENT

~~[Name of employer]~~The District ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
 - Identifying, evaluating, and determining corrective measures to prevent workplace violence. ~~[Provide details on what these policies and procedures are.]~~

Example:

~~Management will have~~The District's Safety Committee has monthly safety meetings with employees representing each department and their representatives to where they may discuss and identify identification of workplace violence related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures).

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Designing and implementing training ~~[Provide details on what these policies and procedures are.]~~

Example:

The District has "PRISM" trainings available which allow employees access to trainings they feel are useful and important in addition to the annual trainings that are implemented for all employees. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. For example, an employee might suggest a new training scenario based on a recent incident. **PRISM TRAINING**

Reporting and investigating workplace violence incidents. ~~[Provide details on what these policies and procedures are.]~~

The District will make available a reporting form for employees to access at any time. Employees will be encouraged to report threats to any supervisor or human resources with confidence and without fear of retaliation. Management will conduct an internal investigation which may include interviews, review of records, and discipline and will provide follow-up to employees.

Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the rules fairly and uniformly.

All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment. ~~[Provide details on what those policies and procedures are.]~~

Annual training, etc...The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

EMPLOYEE COMPLIANCE

Our system to ensure that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions which create a security hazard for others in the workplace, include at a minimum:

Training employees, supervisors, and managers in the provisions of ~~[Name of employer]~~the District Workplace Violence Prevention Plan (WVPP)

Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP. ~~[Describe how this will be accomplished]~~

The District will hold an Annual Training to review the policy, reporting practices, and resources available. Employees will sign an acknowledgement form that they have reviewed and agree to the policy.

Provide retraining to employees whose safety performance is deficient with the WVPP.

Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace. ~~[describe how this will be done, for instance by memos/emails or certificate of recognition from the owner/management of the company]~~. Employees who demonstrate safe practices may be recognized by

Commented [JS2]: PRISM trainings available for "Emergency Situations & Workplace Violence" - allow employees to view and access the catalog to register for courses they feel would be helpful in addition to what is implemented for all

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Commented [JS3]: Similar to injury reporting, or whistleblowing, outline the pathway for an employee to report with confidence - report to supervisor, provide a form, supervisor reports to HR/Mgmt, internal investigation, interview or witnesses and parties involved, etc. offer follow up to reporting employee, discipline as appropriate...etc.

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Commented [JS4]: Annual training, annual review of WVPP, reporting to Supv, Supv report to Mgmt.

Commented [MT5R4]: WITH ACKNOWLEDGEMENT FORM

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Commented [JS6]: After all EE's receive their initial WVP training (PRISM/Vector) we can have a signature page added to their personnel file to acknowledge they received the training and have seen the WVPP, and will comply with all of the procedures as provided

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Commented [JS7]: Supervisors should report staff they observe demonstrating safe practices - we can recognize as a committee through portal since not all EE's have email...

Commented [MT8R7]: Some incentive funds??

their peers and supervisors through the District's Employee Intranet Portal.

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o The Safety Committee will review recognized employees annually and may reward employees with certificates of recognition and/or higher incentives. Awards may be given based on;

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▪ Quantity of recognitions;

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▪ Participation and further development to the WVPP training program (i.e. encouraging a new training program based on a potential hazard)

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• Discipline employees for failure to comply with the WVPP. (You can either refer to [Name of employee]the District existing discipline process or outline specific steps for the WVPP) [Enter information on additional means of ensuring employee compliance]

Commented [JS9]: I think disciplinary action will need to go through the SEIU?

Commented [MT10R9]: Copied this from the SEIU MOU

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o Discipline for failure to comply will follow the progression described below depending on the nature and/or seriousness of the underlying conduct-be as follows;

▪ Counseling Session

▪ Verbal Warning;

▪ Written Warning;

▪ Reduction in pay;

▪ Suspension without pay;

▪ Demotion; and

▪ Termination of employment.

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▪ [List and explain other procedures for ensuring employee compliance with the WVPP]

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COMMUNICATION WITH EMPLOYEES

We recognize that open, two-way communication between our management team, staff, and other employees, about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Workplace violence prevention training programs.
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence prevention and violence concerns. [Describe how this will be accomplished]

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Commented [JS11]: Supervisors can hold a meeting with their direct reports, reinforce their availability to support their staff and offer to resolve any questions or concerns – in the future, acknowledge it in EE reviews, or in quarterly staff meetings?

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o For example, The District will ensure that supervisors and employees can communicate effectively and in the employees' first language.-

o Supervisors will regularly communicate with their direct employees to remind and encourage adherence of the WVPP and address any concerns employees may have.

Commented [JS12]: EE's can report a threat of violence to their (any is best) Supv, or any Manager – either known or anon

Poster can be placed with a reminder to report, call 911 etc.

• Posted or distributed workplace violence prevention information.

• How employees can report a violent incident, threat, or other workplace violence concern to employer or law enforcement without fear of reprisal or adverse action. [Describe how this will be accomplished]

Commented [MT13R12]: Create form and reference it. Microsoft Form?

• Examples:

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- Employees can anonymously report a violent incident, threat, of other violence concerns through the Employee Intranet. An anonymous Microsoft Form will be available.
- Provide contact information for who to call for emergency response [Describe how this will be accomplished, including what number(s) will be called. E.g.: precise access number(s), including how 911 will be accessed.] Employees should call 911 for emergency response if an emergency occurs. Employees should immediately notify a supervisor or manager as soon as possible following the emergency.

• Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety. Employees' concerns will be investigated in a timely manner and they will be informed of the results of the investigation and any corrective actions to be taken. [Describe how this will be accomplished]

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o Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.

Commented [JS14]: Acknowledgement of report within 24h, follow up within 72h?

Commented [MT15R14]: Generalized vs specific.

Commented [MT16R14]: Annon: broadcast to all employees that threat is under investigation...

o Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.

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• [Enter other methods of effective communication/Additional communication methods]

• Example:
 — Updates on the status of investigations and corrective actions are may be provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

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Example:

~~Updates during daily/weekly/monthly/quarterly meetings with other employers in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to the plan, discussing recent incidents, and coordinating training sessions.~~

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Example:

~~Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.~~

COORDINATION WITH OTHER EMPLOYERS

[Name of employer]The District will implement the following effective procedures to coordinate implementation of its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- All employees will be trained on workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.
- At a multiemployer worksite, [name of employer]the District will ensure that if its employees experience workplace violence incident that [name of employer]the District will record the information in a violent incident log and shall also provide a copy of that log to controlling employer.

WORKPLACE VIOLENCE INCIDENT REPORTING PROCEDURE

[Name of company]The District will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will

inform the WVPP administrator. This will be accomplished by either submitting a form via the District's intranet site or emailing a District supervisor or manager. ~~[describe]. If that's not possible, employees will report incidents directly to the WVPP administrator, [Enter the name of the program administrator or the job title] Mary Otten, PVRPD's General Manager.;~~

Commented [JS17]: Reporting can be done in person, through email, or by phone? To any Supv, their own, or Kathryn?

Commented [MT18R17]: Reference forms and practices in place

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Commented [JS19]: Idk that we have the means to keep this anon, because of caller ID but we could provide a way to submit through an online system for those who wish to remain anon

Commented [MT20R19]: Yes.

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Commented [JS21]: This language IMO can be the same as our discipline for whistleblowing retaliation? Again will need to be SEUI approved?

Commented [MT22R21]: Copy from MOU

Commented [MT23R21]: Not in MOU, but used language from ca.gov. But should we change the wording so it doesn't say non-retaliation policy??

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Commented [JS24]: District Supervisors or Managers will be responsible for alerting staff to the emergency – I suggest keeping this broad and placing responsibility...

Commented [MT25R24]: Look into all connected for...

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~~Employees can report incidents to their supervisor, HR, or through an online submission form. The reporting employee may choose to remain anonymous, or enter their name to receive a follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site, letting all employees know a form was submitted and will be investigated. [Enter other procedures for reporting incidents, threats, hazards and concerns of workplace violence.]~~

Examples:

~~Employees can report incidents to their supervisor, HR, or through an online submission form, anonymous hotline. The hotline could be a dedicated phone number or an online form reporting employee may choose to remain anonymous, or enter their name to receive follow up. If a form is submitted anonymously, the District will respond with a broadcast to all employees on the employee intranet site, letting all employees know a form was submitted and will be investigated.~~

~~Workplace Violence Reporting Hotline: [Insert Workplace Violence Hotline number]~~

~~Workplace Violence Reporting form: [Insert Workplace Violence Reporting Form weblink or QR code]~~

A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively.

- ~~[Describe how this will occur: For example, An employee who retaliates against a coworker for reporting an incident could be disciplined or terminated.]~~
- ~~The District will not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.~~
- ~~The District may not retaliate against an employee who is a whistleblower.~~
- ~~The District may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.~~
- ~~The District may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.~~
- ~~Under California Labor Code Section 1102.5, if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.~~

EMERGENCY RESPONSE PROCEDURES

~~[Name of employer] The District~~ has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following: ~~[state what methods of communication and when certain methods should be used or not used.]~~
 - ~~District Supervisors or Managers will be responsible for alerting staff to reported emergencies.~~
 - ~~Staff will be notified immediately if there is an immediate threat.~~
 - ~~Staff may be notified after an emergency has been resolved if they are not in immediate danger when the emergency occurs.~~

Example:

Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)

- ~~[Name of employer]The District~~ will have emergency, evacuation ~~or and~~ sheltering plans available for use in the District's Emergency Action Plan. The plan may be found on the staff intranet site. ~~[Describe what these procedures are. The plans could include maps of evacuation routes, locations of emergency exit, and instructions for sheltering in place.]~~

Commented [JS26]: Insert existing guidance

- How to obtain help from staff, security personnel, or law enforcement. ~~[Include contact information for response staff and local law enforcement and post in common areas] [list posted locations]. [Describe what these procedures are. This information could include phone numbers, email addresses, and physical locations. If there is immediate danger, call for emergency assistance by dialing (0) 9-1-1, (dial outside access number first if applicable) and then notify the (WVPP Administrator).]~~

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- o ~~[If a threat is made to an employee's life, the employee should immediately dial 911 for emergency response.~~
- o ~~The employee should report the emergency to a supervisor or manager as soon as it is safe to do so.~~
- o ~~District supervisors, managers, and if needed the District's Safety Committee should respond to the report immediately and review the submitted report within one (1) business day.~~

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In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
[Semore Jones]Matt Parker	Parks Services Manager[Security Manager]	[Responsible for emergency response, hazard identification, and coordination with other employers; Semore conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.]	[(562) 123-4567]805-482-1996 x430145	[semorej@compa ny.com]mparker@pvprd.org

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Commented [MT27]: Add other Managers

Commented [MT28R27]: Will change per site

~~[Enter other emergency response procedures]~~

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WORKPLACE VIOLENCE HAZARD IDENTIFICATION AND EVALUATION

The following policies and procedures are established and required to be conducted by ~~[Name of employer]the District~~ to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted when the plan is first established, after each workplace violence incident, and whenever the employer is made aware of a new or previously unrecognized hazard.

Review all submitted/reported concerns of potential hazards: ~~[These submittals/reports could be from the system the employer had implemented for employees and authorized employee representatives to anonymously inform management about workplace violence hazards or threats of violence without fear of reprisal/retaliation.]~~

- o ~~Reports made will be acknowledged to the reporting employee within 24 hours and followed up within 72 hours. Any findings will be followed up once the investigation is complete. If corrective action is necessary, the District will follow up again once violation or corrective action is resolved.~~
- o ~~Anonymous reports will be acknowledged to all employees via the Employee Intranet Portal within 24 hours of a report. Any findings will be followed up once the investigation is complete.~~

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Examples:

~~Daily or weekly review of all submitted and reported concerns.~~

~~Workplace Violence Hazards suggestion box~~

- o ~~An Online form for reporting workplace violence hazards will be available with the option for the reporting employee to remain anonymous. The form will allow an employee to suggest changes to prevent threats as well as be a report of violence.~~

~~Voicemail/email/text messages~~

~~[Other procedures to ensure employees and employee representatives participate in WVPP.]~~

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted ~~quarterly by the District's Management team and Safety Committee.~~ ~~[detail periodic inspection frequency]~~

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Justin Nick Marienthal – Parks Supervisor [Enter name]	[Enter name of area observed] Community Center Parks Office - Shop
Mike Cruz – Parks Supervisor Macy	Parks Office - Shop Aquatic Center...
Matt Parker – Parks Services Manager	Parks Office - Shop
▲	
▲	
▲	

Inspections for workplace violence hazards ~~will be conducted using a productive parks inspection form and may include assessing:~~

~~[Describe factors specific to workplace that may result in risk of workplace violence.~~

Examples:

- ~~The exterior and interior of the workplace for its attractiveness to robbers.~~
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, who are not security guards, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- ~~Effective location and functioning of emergency buttons and alarms.~~
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.

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Commented [MT29]: Reference communication timeline - daily review and follow up in 72 hours

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Commented [MT30]: Form has both suggestion and or report of violence

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Commented [JS31]: Workplace hazard inspections should be performed quarterly – so I would think quarterly is enough for this too

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Commented [MT32]: UPDATE PER LOCATION

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Commented [MT33]: Create a checklist for inspections - productive parks?

- ~~Whether employees have access to a telephone with an outside line.~~
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.
- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Employees' skill in safely handling threatening or hostile service recipients (example: security guards).
- ~~Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.~~
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.]
- ~~[Other procedures to identify and evaluate workplace violence hazards]~~

WORKPLACE VIOLENCE HAZARD CORRECTION

Workplace violence hazards will be evaluated and corrected in a timely manner. ~~[Name of employer]~~The District will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s)-, all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection. ~~[Explain which workers this applies to, why they are necessary, and what protections will be provided]~~
 - ~~Applies to XXX~~ Most senior staff present at time of hazard who will have received the most hours of training will be equipped with their personal communication devices.
- All corrective actions taken will be documented and dated on the appropriate forms. ~~[Include procedures for what forms to use and how to document the corrective actions taken]~~
 - An inspection and corrective action form will be available for staff to use when a hazard is identified.
- Corrective measures for workplace violence hazards will be specific to a given work area.

~~[Examples:~~

- ~~Make the workplace unattractive to robbers by:~~
- ~~Improve lighting around and at the workplace.~~

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Commented [JS35]: Once an inspection form is created, we can piggyback/duplicate as a correction checklist?

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Commented [MT36]: Change all these per site

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~~Post of signs notifying the public that limited cash is kept on the premises and that cameras are monitoring the facility.~~

~~Utilize surveillance measures, such as cameras and mirrors, to provide information as to what is going on outside and inside the workplace and to dissuade criminal activity. DISTRICT HAS CAMERAS, CMT, CTR, pvf SNACK BAR, pv pOOL~~

~~o The District Hires security guards Park Rangers and have them to patrol parks and patrol the facilities workplace interior and perimeter.~~

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~~o Install security surveillance cameras in and around the workplace.~~

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~~Provide workplace violence systems, such as door locks, violence windows, physical barriers, and emergency alarms and restraint systems, by:~~

~~Lock Blocks have been installed on classroom doors~~

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~~Emergency alarms are set for unoccupied work sites~~

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~~o~~

~~Ensure the adequacy of workplace violence systems:~~

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~~o Training provided for employees upon employment and reviewed annually.~~

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~~o Post emergency telephone numbers for law enforcement, fire, and medical services~~

~~Control, access to, and freedom of movement within, the workplace by non-employees, include recently discharged employees or persons with whom one of our employees is having a dispute.~~

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~~o Community Center - Locked half door at front desk~~

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~~o Install effective systems to warn others of a violence danger or to summon assistance, e.g., alarms or panic buttons.~~

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~~o Ensure employees have access to a telephone with an outside line. Provide employee training/re-training(refreshers) on the WVPP, which could include but not limited to the following:~~

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~~▪ Recognizing and handling threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.~~

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~~▪ Ensure that all reports of violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace are handled effectively by management and that the person making the report is not subject to retaliation by the person making the threat.~~

~~▪ Improve how well our establishment's management and employees communicate with each other.~~

~~▪ Procedures for reporting suspicious persons, activities, and packages.~~

~~▪ Provide/review employee, supervisor, and management training on emergency action procedures.~~

~~o Ensure adequate employee escape routes.~~

~~o Increase awareness by employees, supervisors, and managers of the warning signs of potential workplace violence. ~~Provide procedures on how to will be accomplished~~ by reviewing annual trainings and allowing employees to report and make suggestions without fear of retaliation.~~

~~o Ensure that employee disciplinary and discharge procedures address the potential for workplace~~

violence. [Provide procedures on how to will be accomplished]

~~Establish a policy for prohibited practices, [describe what those are, such as a no-weapons policy.~~

~~o Ordinance 8 and Employee Manual~~

~~Limit the amount of cash on hand and use time access safes for large bills.~~

~~Provide procedures for a "buddy" system for specified emergency events.~~

~~[Other procedures for corrective measures for workplace violence hazards]~~

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PROCEDURES FOR POST INCIDENT RESPONSE AND INVESTIGATION

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- ~~Interview involved~~ Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: [See attached Violent Incident Log]
 - o The date, time, and location of the incident.
 - o The workplace violence type or types involved in the incident.
 - o A detailed description of the incident.
 - o A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.
 - o A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
 - o A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
 - o The type of incident, including, but not limited to, whether it involved any of the following:

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
 - Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
 - Threat of physical force or threat of the use of a weapon or other object.
 - Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
 - Animal attack.
 - Other.
- Consequences of the incident, including, but not limited to:
 - Whether security or law enforcement was contacted and their response.
 - Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
 - Information about the person completing the log, including their name, job title, and the date completed.
- Reviewing all previous incidents.

• ~~Post incident, the District will [Other post-incident procedures]~~

~~Example: provide employee support services~~

~~Support and resources via EAP, such as and/or counseling services, are provided to affected employees. (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.)~~

Commented [JS37]: I can't think of much else beyond pointing them toward filing comp claim or utilizing EAP

Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information which would reveal identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.

TRAINING AND INSTRUCTION

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- ~~Annually to ensure all employees understand and comply with the plan.~~
- When a new employee is onboarded.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

~~[Name of Employer]~~The District will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in

development and implementation of the employer's plan.

- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.
- Workplace violence hazards specific to the employees' jobs, the corrective measures ~~{name-of employer}~~the District has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities ~~{name-of employer}~~the District has for interactive questions and answers with a person knowledgeable about the ~~{name-of employer}~~ District plan.

• ~~{Other}~~

• Examples:

- Strategies to avoid/prevent workplace violence and physical harm, such as:
 - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
 - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.

EMPLOYEE ACCESS TO THE WRITTEN WVPP

~~{Name-of employer}~~The District ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by: ~~{Describe how this will be accomplished.}~~

~~For Example:~~

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses the electronic means to communicate with management or co-employees.]

RECORDKEEPING

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~~[Name of Employer]~~The District will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
 - Training dates.
 - Contents or a summary of the training sessions.
 - Names and qualifications of persons conducting the training.
 - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
 - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.
- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by [LC section 6401.9\(f\)](#), shall be made available to Cal/OSHA upon request for examination and copying.

Commented [MT38]: WHAT IS TRAINING RETENTION?

EMPLOYEE ACCESS TO RECORDS

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

REVIEW AND REVISION OF THE WVPP

The ~~[Name of Employer]~~District WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

- Review of ~~[name of employer]~~the District's WVPP should include, but is not limited to:
 - Review of incident investigations and the violent incident log.
 - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

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▲ ~~[Other review and revision procedures]~~

EMPLOYER REPORTING RESPONSIBILITIES

As required by [California Code of Regulations \(CCR\), Title 8, Section 342\(a\), Reporting Work-Connected Fatalities and Serious Injuries](#), ~~the District~~ will immediately report to Cal/OSHA any serious injury or illness (as defined by [CCR, Title 8, Section 330\(h\)](#)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

~~[Type Title of owner or top management representative formally approving these procedures and have them sign and date~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I believe that these policies and procedures will bring positive changes to the workflow, business operations, and overall health and safety as it relates to workplace violence prevention."]~~

Example:

~~["I, [Name], [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to ensuring the safety and well-being of our employees and believe that these policies and procedures will help us achieve that goal."]~~

Example:

~~["I, Mary Otten, General Manager for Pleasant Valley Recreation and Park District [Job Title] of [Employer], hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."]~~

Commented [MT39]: Mary's Info

Please note: These are just examples and should be customized to fit the specific needs of your company. It is important to ensure that the statement of authorization is approved, signed, and dated by a top management representative or owner of the company.]

~~[Name and title of person authorizing this WVPP] — Mary Otten, General Manager~~

~~[Signature of person authorizing this WVPP] _____ [Date of Signature]~~

~~(Signature) _____ (Date)~~

Violent Incident Log

Commented [MT40]: Just add District Info/Logo

This log must be used for every workplace violence incident that occurs in our workplace. At a minimum, it will include the information required by LC section 6401.9(d).

The information that is recorded will be based on:

- Information provided by the employees who experienced the incident of violence.
- Witness statements.
- All other investigation findings.

All information that personally identifies the individual(s) involved will be omitted from this log, such as:

- Names
- Addresses – physical and electronic
- Telephone numbers
- Social security number

[Enter the date the incident occurred (Day, Month, Year)]

[Enter the time (or approximate time) that the incident occurred] a.m./p.m.

Location(s) of Incident	Workplace Violence Type (Indicate which type(s) (Type 1, 2,3,4)
[Enter location(s) where the incident occurred]	[Enter the workplace violence type(s)]

Check which of the following describes the type(s) of incident, and explain in detail:

Note: It's important to understand that "Workplace Violence Type" and "Type of Incident" have separate requirements. For this part of the log, "Type of Incident" specifically refers to the nature or characteristics of the incident being logged. It does not refer to the type of workplace violence.

- Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
- Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object.
- Threat of physical force or threat of the use of a weapon or other object.
- Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
- Animal attack.

- Other.

Explain: [Provide a detailed description of the incident and any additional information on the violence incident type and what it included. Continue on separate sheet of paper if necessary.]

Workplace violence committed by: [For confidentiality, only include the classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker, supervisor or manager, partner or spouse, parent or relative, or other perpetrator.]

Circumstances at the time of the incident: [write/type what was happening at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.]

Where the incident occurred: [Where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.]

Consequences of the incident, including, but not limited to:

- Whether security or law enforcement was contacted and their response.
- Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.

[Include information on what the consequences of the incident were.]

- Were there any injuries? Yes or No. Please explain:

[Indicate here if there were any injuries, if so, provide description of the injuries]

- Were emergency medical responders other than law enforcement contacted, such as a Fire Department, Paramedics, On-site First-aid certified personnel? Yes or No. If yes, explain below:

[

]

Did the severity of the injuries require reporting to Cal/OSHA? If yes, document the date and time this was done, along with the name of the Cal/OSHA representative contacted.

A copy of this violent incident log needs to be provided to the employer. Indicate when it was provided and to whom.

This violent incident log was completed by:

[Name of person completing this log], [Job Title of person completing this log], [Date this log was completed]

[Signature of person completing this log]

[Date of completion]

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
STAFF REPORT / AGENDA REPORT**

TO: PERSONNEL COMMITTEE

FROM: MARY OTTEN, GENERAL MANAGER
By: Kathryn Drewry, Human Resources Specialist

DATE: May 8, 2024

SUBJECT: REVIEW JOB DESCRIPTIONS

BACKGROUND

In 2022, Evergreen Consultants embarked on a crucial Classification and Salary survey commissioned by the District, a process that concluded in November 2023. The primary objective of this comprehensive endeavor was to ensure that the District's workforce structure, salary scales, and job classifications remained competitive and compliant with industry standards and regulatory requirements as well as update job descriptions as necessary.

Moreover, a salary survey facilitates the alignment of compensation with job roles and responsibilities, promoting fairness and equity within the organization. By evaluating salary structures in relation to the complexity and demands of various positions, the District can address any discrepancies and ensure that employees are fairly compensated for their contributions.

As the final task that Evergreen Consultants provided, they reviewed our descriptions for the following, ensuring that EEO/ADA requirements were met, FLSA determinations were made, and all followed the same format.

ANALYSIS

As part of the survey process, Evergreen Consultants provided the District with an updated template for all job descriptions. Reviewing and updating job descriptions is integral to the effective management of human resources for several reasons. Firstly, accurate and comprehensive job descriptions provide clarity and transparency regarding roles, responsibilities, and performance expectations, facilitating effective recruitment, selection, and onboarding processes.

Furthermore, reviewing job descriptions ensures that they remain aligned with the evolving needs and priorities of the organization. As roles and responsibilities may change over time due to factors such as technological advancements, organizational restructuring, or shifts in market dynamics, it is essential to periodically reassess and update job descriptions to reflect these changes accurately.

In summary, the Classification and Salary survey conducted by Evergreen Consultants provided the District with valuable insights into its workforce structure and compensation practices. The updated job description template serves as a tool for ensuring clarity, fairness, and compliance in

HR management processes, ultimately supporting the District's strategic goals and objectives. District personnel have met with Evergreen Consultants and SEIU to deliberate on any alterations and revisions made to the District's job descriptions, all of which are incorporated into the modifications.

FISCAL IMPACT

There is no fiscal impact at this time.

STRATEGIC PLAN COMPLIANCE

Meets 2021-2026 Strategic Plan Goal and Strategy 5.1: Conduct a salary survey to ensure staffing levels, positions, and benefit and compensation packages are competitive with comparable labor markets.

RECOMMENDATION

It is recommended that the Personnel Committee review, provide direction, and refer the revised job descriptions to the full Board for approval.

ATTACHMENTS

Redline and Previous Job Descriptions

- 1) Accounting Specialist (3)(2)
- 2) Administrative Analyst (3)(2)
- 3) Administrative Services Manager (3)(2)
- 4) Customer Service Representative I (3)(2)
- 5) Customer Service Representative II (3)(2)
- 6) Customer Service Representative Lead Worker (3)(2)
- 7) General Manager (3)(2)
- 8) HR Generalist (3)(2)
- 9) HR Specialist (3)(2)
- 10) Office Assistant (3)(2)
- 11) Grounds Facilities I (4)(2)
- 12) Grounds Facilities II (4)(2)
- 13) Irrigation Specialist (3) (2)
- 14) Lead Park Ranger (3) (2)
- 15) Mechanic (3) (2)
- 16) Park Maintenance Lead Worker (4) (2)
- 17) Park Ranger (3) (2)
- 18) Park Services Manager (3) (2)
- 19) Park Supervisor (3) (2)
- 20) Aquatics Center Assistant Manager (3) (2)
- 21) Development Analyst (4) (2)
- 22) Lifeguard (3) (2)
- 23) Marketing Specialist (3) (2)
- 24) Recreation Coordinator (4) (2)
- 25) Recreation Leader (4) (2)
- 26) Recreation Manager (4) (2)
- 27) Recreation Specialist (3) (2)
- 28) Recreation Supervisor (4) (2)
- 29) Senior Recreation Leader (3) (2)

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ACCOUNTING SPECIALIST

Department: Administration

Pay Grade: F104

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs a variety of accounting, personnel, and financial duties in accordance with District policies and procedures.

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ESSENTIAL JOB FUNCTIONS

- Perform a variety of computerized accounting duties including but not limited to accounts payable, payroll, and account reconciliation.
- Perform accounts payable functions, from receipt of invoice through release of payment.
- Prepare and process payroll; compile payroll data from timesheets and other records; generate computer reports necessary to verify data entered, calculate withholdings; prepare ~~third party~~ ~~third-party~~ payments, and respond to all questions regarding payroll.
- ~~Verifies~~ ~~Verifies for accuracy~~ and ~~enter~~ ~~enters~~ cash reports into the accounting system.
- Prepare and/or audit bank reconciliations, ~~and~~ process related journal entries.
- ~~Prepare and deliver bank~~ ~~deposit~~ ~~deposits~~.
- Participate~~s~~ and assist~~s~~ in the preparation of comprehensive reports, ~~and~~ assist~~s~~ with the annual District Budget preparation.
- ~~Identifies~~ ~~Identify~~ legal requirements for accuracy affecting human resources functions, administer the salary and benefits, maintain~~ing~~ the files and records that are relevant to the payroll function.
- Interact~~s~~ with all levels of management, ~~all~~ vendors, ~~instructors~~, employees, group insurance carriers, and medical care providers.
- ~~Maintains~~ a variety of files and records.
- ~~Provides~~ ~~accounting support to other departments as needed~~.
- Track~~ing~~ of capital assets for year-end accounting.

- Complete forms required for compliance with federal, state, and local rules and regulations: to include, but not necessarily limited to Forms: W-2 & W-3, 1099 & 1096(annually).
- Processes office supply orders.
- Perform ms other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate of aArts dDegree in bBusiness, fFinance, pPublic aAdministration or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid California dDriver's lLicense with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on the vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification are required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

- Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems.
- Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.
- Must be ableAbility to operate basic office equipment and be PC literate with software applications in use at in the District.
- ~~Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems.~~
- Must have the Ability to utilize other job-relatedjob-related software programs.
- Ability to be self-motivated, work independently, and manage time well.
- ~~Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.~~
- Must be ableAbility to "multitask" to handle competing priorities and demands.
- Must be ableAbility to keep accurate records and prepare detailed reports.
- Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form.
- Must Ability to abide by the District's policies regarding Standards of Conduct and Confidentiality.

PHYSICAL DEMANDS

The work is categorized as light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title: Accounting Specialist
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Exempt

Category: Staff
Prepared Date: December 2, 2013
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision, performs a variety of accounting, personnel, and financial duties in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Perform a variety of computerized accounting duties including but not limited to accounts payable, payroll, and account reconciliation.
- Perform accounts payable functions, from receipt of invoice through release of payment.
- Prepare and process payroll; compile payroll data from timesheets and other records; generate computer reports necessary to verify data entered, calculate withholdings; prepare third party payments, and respond to all questions regarding payroll.
- Verify for accuracy and enter cash reports into the accounting system.
- Prepare and/or audit bank reconciliations; process related journal entries.
- Participates and assists in the preparation of comprehensive reports, assists with the annual District Budget preparation.
- Identifies legal requirements for accuracy affecting human resources functions, administer the salary and benefits, maintaining the files and records that are relevant to the payroll function.
- Interacts with all levels of management, all vendors, employees, group insurance carriers, and medical care providers.
- Maintains a variety of files and records.
- Tracking of capital assets for year-end accounting.
- Complete Forms: W-2 & W-3, 1099 & 1096(annually).
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES: Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems. Must have the ability to utilize other job related software programs. Ability to be self-motivated, work independently, and manage time well. Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to “multitask” to handle competing priorities and demands. Must be able to keep accurate records and prepare detailed reports. Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form. Must abide by the District’s policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISORY RESPONSIBILITIES: May be required to supervise, train, and monitor staff who is assigned to assist you.



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: Associate of Arts Degree in Business, Finance, Public Administration or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ADMINISTRATIVE ANALYST

Department: Administration

Pay Grade: F107

FLSA Status: Exempt

JOB SUMMARY

~~Under general supervision, performs a variety of complex and responsible administrative duties in the areas of budgeting for park maintenance and facilities, capital project scheduling and coordination, emergency response planning; liaison and staff support to community groups; conducts analytical studies and prepares reports of special projects in accordance with District policies and procedures.~~ Under general supervision, performs a variety of complex and responsible administrative and management duties to the executive leadership team and Board of Directors. This position is responsible for work in the areas of budgeting, ~~for park maintenance and facilities~~ information technology, capital project scheduling and coordination, emergency response planning, conducts analytical studies, and prepares reports of special projects in accordance with District policies and procedures; acts as liaison and staff support to community groups.

ESSENTIAL JOB FUNCTIONS

- ~~May~~ ~~S~~erves as Clerk of the Board;
- ~~Attends~~ District Board, subcommittee, and other governmental meetings.
- Prepares, monitors, distributes, or publishes administrative records such as Board Resolutions and Ordinances (Board of Directors' Agenda, Board of Directors' Minutes, Agenda Items, etc.) to Board members, District divisions and the public. Assist in the preparation and delivery of the monthly board packets.
- Independently responds to public records requests, complaints, information requests, letters, and general correspondence related to District policy and/or procedures, and public records requests to general public, outside ~~agencies~~ agencies, and District staff.

- Conducts administrative and/or management studies relating to the activities and operation of the assigned department, office, or program area; conducts surveys, research, and statistical analysis on administrative, fiscal, and operational issues.
- Establishes lease agreements with cellular communication and/or other companies and oversees facility installation on park property.
- Prepares requests for proposals, represents the District to contractors and vendors, analyzes bid results and makes recommendations for contractual services.
- Oversee, plan, and implement projects and programs of strategy and long-range goals for the District.
- Independently responds to letters and general correspondence of a routine nature.
- Reviews material upon completion for conformance to District requirements.
- Participates in coordinating special presentations and special events; prepares commendations, proclamations, and certificates for District presentations; coordinates activities at meetings; coordinates special District events including groundbreakings, grand openings, and related events.
- Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations, and ordinances.
- Administer the risk management and insurance programs.
- Assists in reviewing and proofing of brochures, and technical manuals, and staff reports.
- Deliver presentations to the Board of Directors at board and committee meetings.
- Assist with the budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; and review of division and/or assigned department operating, multi-year, capital improvement District budget documents.
- Write and prepare grants. Manage grant funds and track expenditures, including preparing required grant reports as well as review for accuracy and compliance.
- Oversee/prepare the Status report, public notices, and other similar communications.
- Must maintain the District's policies regarding Standards of Conduct and Confidentiality.
- Ensure the application of and compliance with established District Policies and Procedures.
- Observe safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Establish and maintain an open and effective system of communication throughout the organization.
- Act as liaison with the County of Ventura: Elections Division, County Clerk & Records, Assessor's Office, Board of Supervisor's Office, and Auditor's Office; and remind staff to file Conflict of Interest Form 700 online and update every two years the AB1234 training.
- May be required to supervise, train, and monitor Customer Service Representatives, office volunteers, temporary employees, contractors, or sub-contractors.
- ~~Participates either as a board member or District Liaison to the Foundation for Pleasant Valley Recreation and Parks board. May be elected or assigned administrative duties from the District's Foundation.~~

- Oversee grants including research, proposal writing, and reporting requirements.
- Performs other related duties as assigned.

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QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business Bachelor's degree in business, finance, communications, public aAdministration, park aAdministration or related field with minimum of two (2) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

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Knowledge, Skills, and Abilities:

- ~~Working to considerable~~ Knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Knowledge of current records technology, State code, District ordinances, and regulations governing the transcription, maintenance, and disposition of official records.
- Skills to use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.
- ~~Working to considerable~~ Ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public, and outside contractors.
- ~~Thorough knowledge of:~~ current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- ~~Thorough skills to:~~ use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.

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- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title: Administrative Analyst
Department: Administration
Reports To: Admin/Park/Rec Services Manager
FLSA Status: Exempt (PTYR Non-Exempt)

Category: Management
Prepared Date: July 7, 2021
Approved by: Board of Directors
Approved Date: July 7, 2021

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties in the areas of budgeting for park maintenance and facilities, capital project scheduling and coordination, emergency response planning; liaison and staff support to community groups; conducts analytical studies and prepares reports of special projects in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Serves as Clerk of the Board, attends District Board, subcommittee and other governmental meetings. Prepares, monitors, distributes or publishes administrative records such as Board Resolutions and Ordinances (Board of Directors' Agenda, Board of Directors' Minutes, Agenda Items, etc.) to Board members, District divisions and the public. Assist in the preparation and delivery of the monthly board packets.
- Independently responds to public records requests, complaints, information requests, letters, and general correspondence related to District policy and/or procedures, and public records requests to general public, outside agencies and District staff.
- Conducts administrative and/or management studies relating to the activities and operation of the assigned department, office or program area; conducts surveys, research, and statistical analysis on administrative, fiscal and operational issues.
- Establishes lease agreements with cellular communication and/or other companies and oversees facility installation on park property.
- Prepares requests for proposals, represents the District to contractors and vendors, analyzes bid results and makes recommendations for contractual services.
- Independently responds to letters and general correspondence of a routine nature.
- Reviews material upon completion for conformance to District requirements.
- Participates in coordinating special presentations and special events; prepares commendations, proclamations and certificates for District presentations; coordinates activities at meetings; coordinates special District events including groundbreakings; grand openings; and related events.
- Revise and develop fees; negotiate contracts; ensure compliance of department functions with pertinent laws, regulations and ordinances.
- Administer the risk management and insurance programs.
- Assists in reviewing and proofing, brochures and technical manuals and staff reports.
- Assist with the budget development process and budget monitoring activities; provides assistance in the development of assigned budget; collects and analyzes financial data; and review of division and/or assigned department operating, multi-year, capital improvement District budget documents.
- Write and prepare grants. Manage grant funds and track expenditures, including preparing required grant reports as well as review for accuracy and compliance.
- Oversee/prepare the Status report, public notices, and other similar communications.
- Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Must maintain the same in all matters, which any reasonable person would assume, deserves such treatment.
- Insure the application of and compliance with established District Policies and Procedures.
- Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.
- Establish and maintain an open and effective system of communication throughout the organization.
- Perform related duties as assigned.



Pleasant Valley Recreation and Park District Job Description

- Act as liaison with the County of Ventura: Elections Division, County Clerk & Records, Assessor's Office, Board of Supervisor's Office and Auditor's Office; and remind Board/staff to file Conflict of Interest Form 700 online and update every two years the AB1234 training.
- Administer AB1234 training and sexual harassment training for Board
- May be required to supervise, train, and monitor Customer Service Representatives, office volunteers, temporary employees, contractors, or sub-contractors.
- Participates either as a board member or District Liaison to the Foundation for Pleasant Valley Recreation and Parks board. May be elected or assigned administrative duties from the District's Foundation.
- Manage District's IT Contract

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing, public relations and personnel or benefits administration.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and outside contractors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration, Park Administration or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

- Desired but not required certification.
- Microsoft 365 Fundamental Certification

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

ADMINISTRATIVE SERVICES MANAGER

Department: Administration

Pay Grade: F112

FLSA Status: Exempt

JOB SUMMARY

Supervise the ~~delivery of~~ all customer service activities for the District. Collect information for accident reports, work with auditors on annual audit reports, review all financial information from all departments, maintain list of capital assets, and other duties as needed.

Responsibilities ~~entail include~~

accountability based on efficiency, productivity, and quality of activities performed by the Administration and Finance staff. Responsible for District Contracts, Human Resources, Financial, and Board of Directors document files. Monitor and approve work schedules of Administrative and Finance staff. Provide written and oral reports to the General Manager and the Board of Directors.

ESSENTIAL JOB FUNCTIONS

- Supervise the administrative functions of the District by selecting, overseeing, and evaluating various administrative employees.
- Prepare new budget files for District, communicate expectations, provide budget restrictions, review draft budgets, make recommendations, monitor budget appropriations throughout the year, prepare Administration Division budget, present budget amendments for Board approval, schedule budget workshops, and help prepare annual District Budget and related charts.
- Ensure all documents are prepared and submitted to the appropriate external agencies in a timely manner.
- Provide District Financials to staff and the Board of Directors on a monthly basis and report on the investment portfolio of the District on a quarterly basis.
- Review the risk management and insurance programs, administers investment and cash flow management programs, including District petty cash fund.

- Supervise accounting, accounts payable, payroll operations, and purchasing; maintain~~ing~~ general ledger, protect~~s~~ financial security by following internal accounting controls, and report~~s~~ employee counts to the US Department of Labor on a monthly basis.
- Ensure compliance with Generally Accepted Accounting Principles (GAAP).
- Complete Forms: W-2, W-3, 1099 & 1096(Annually), EDD DE-6(Quarterly) and DE34(Monthly).
- Administer part time employee 457 pension plan.
- Maintain Amortization and Prepaid Schedules.
- Research funding for capital improvement planning and new recreational facilities, manage capital funding, track expenditures and review grant reports for accuracy.
- Analyze and recommend changes in fiscal policies and present to the Board of Directors for adoption.
- Coordinate and assist independent aAuditors during the annual audit and throughout the year.
- Complete the annual CAPRI Worker's Compensation Questionnaire.
- File the Compensation Report with the State Controller's Office on an annual basis.
- Apply for reimbursement from the State for the Open Meeting Act/Brown Act Reform Program 219.
- Supervise the preparation and delivery of the monthly board meeting packets, attend board meetings, prepare, and present staff reports and other necessary correspondence, represent the division on various board committees, and maintain the Master Work program.
- Oversee and make recommendations regarding District management information systems and computer hardware and software needs.
- Coordinate the District's business management functions, acting as liaison with Board members, coworkers, supervisors, other governmental agencies, elected and appointed officials, community groups, and the public-at-large.
- Attend and participate in professional group meetings and conferences to stay abreast of new trends and innovations in the field of Finance and work ~~close~~ closely with other government agencies.
- Implement and maintain ongoing training programs to enhance individual development in customer service, program knowledge, interpersonal and technical skills.
- Establish and maintain an open and effective system of communication throughout the District.
- Perform~~s~~ other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's ~~d~~Degree in ~~b~~Business, ~~f~~Finance, ~~c~~Communications, ~~p~~Public ~~a~~Administration or related field with minimum of four (4) years of progressive experience ~~in, including four (4) years of~~ supervisory and administrative responsibility, or equivalent combination of education and experience.

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Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, ~~and~~ possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of: generally accepted accounting principles, practices and standards; financial and operational auditing standards and techniques; policy and procedure development techniques; principles and practices of supervision, management; and public administration; project management techniques; the application of automated systems for financial reporting and accounting/auditing purposes; principles of cost/benefit analysis; fiscal monitoring and control mechanisms; budgeting methods and techniques; rules and regulations that apply to government accounting/auditing practices, procedures and standards.
- -Ability to: plan, organize, supervise the work of professional and technical fiscal staff; analyze and evaluate administrative and abstract accounting/auditing concepts and procedures; devise new or revised policies and procedures to adapt to internal and external policy changes or legal mandates; manage the production of various comprehensive reports; make public presentations; exercise sound judgment in sensitive situations, and establish and maintain effective working relationships with others.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- ~~Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.~~
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

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WORK ENVIRONMENT

Work is performed in a typical ~~temperature-controlled~~temperature-controlled office environment subject to

typical office noise. The positions will mostly be in a ~~fast-paced~~fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title: Administrative Services Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt

Category: Management
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Supervise the delivery of all customer service activities for the District. Responsibilities entail accountability based on efficiency, productivity, and quality of activities performed by the Administration and Finance staff. Responsible for District Contracts, Human Resources, Financial, and Board of Directors document files. Monitor and approve work schedules of Administrative and Finance staff. Provide written and oral reports to the General Manager and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs additional duties as assigned.

- Supervise the administrative functions of the District by selecting, overseeing and evaluating various administrative employees.
- Prepare new budget files for District, communicate expectations, provide budget restrictions, review draft budgets, make recommendations, monitor budget appropriations throughout the year, prepare Administration Division budget, present budget amendments for Board approval, schedule budget workshops, and help prepare annual District Budget and related charts.
- Provide District Financials to staff and the Board of Directors on a monthly basis and report on the investment portfolio of the District on a quarterly basis.
- Review the risk management and insurance programs, administers investment and cash flow management programs, including District petty cash fund.
- Supervise accounting, accounts payable, payroll operations, purchasing, maintaining general ledger, protects financial security by following internal accounting controls and reports employee counts to the US Department of Labor on a monthly basis.
- Complete Forms: W-2, W-3, 1099 & 1096(Annually), EDD DE-6(Quarterly) and DE34(Monthly).
- Administer part time employee 457 pension plan.
- Maintain Amortization and Prepaid Schedules.
- Research funding for capital improvement planning and new recreational facilities, manage capital funding, track expenditures and review grant reports for accuracy.
- Analyze and recommend changes in fiscal policies and present to the Board of Directors for adoption.
- Coordinate and assist independent Auditors during the annual audit and throughout the year.
- Complete the annual CAPRI Worker's Compensation Questionnaire.
- File the Compensation Report with the State Controller's Office on an annual basis.
- Apply for reimbursement from the State for the Open Meeting Act/Brown Act Reform Program 219.
- Supervise the preparation and delivery of the monthly board meeting packets, attend board meetings, prepare and present staff reports and other necessary correspondence, represent the division on various board committees, and maintain the Master Work program.
- Oversee and make recommendations regarding District management information systems and computer hardware and software needs.
- Coordinate the District's business management functions, acting as liaison with Board members, co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public-at-large.
- Attend and participate in professional group meetings and conferences to stay abreast of new trends and innovations in the field of Finance and work close with other government agencies.
- Implement and maintain ongoing training programs to enhance individual development in customer service, program knowledge, interpersonal and technical skills.
- Establish and maintain an open and effective system of communication throughout the District.



Pleasant Valley Recreation and Park District Job Description

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough knowledge of: generally accepted accounting principles, practices and standards; financial and operational auditing standards and techniques; policy and procedure development techniques; principles and practices of supervision, management; and public administration; project management techniques; the application of automated systems for financial reporting and accounting/auditing purposes; principles of cost/benefit analysis; fiscal monitoring and control mechanisms; budgeting methods and techniques; rules and regulations that apply to government accounting/auditing practices, procedures and standards.
- Ability to: plan, organize, supervise the work of professional and technical fiscal staff; analyze and evaluate administrative and abstract accounting/auditing concepts and procedures; devise new or revised policies and procedures to adapt to internal and external policy changes or legal mandates; manage the production of various comprehensive reports; make public presentations; exercise sound judgment in sensitive situations, and establish and maintain effective working relationships with others.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Finance, Communications, Public Administration or related field with minimum of four (4) years of progressive experience, including four (4) years of supervisory and administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CUSTOMER SERVICE REPRESENTATIVE I

Department: Administration

Pay Grade: F101

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs a variety of routine to complex customer service functions including providing information; researching problems; processing reservations, registrations, and fees; receiving payments and issuing applicable permits; by telephone, online and in person; acts as liaison between customers and staff; performs a variety of routine clerical support duties; and performs related duties as required.

ESSENTIAL JOB FUNCTIONS

- Use of cash register in day-to-day operations and accurately reconcile daily cash register report.
- Verify daily transactions, receipts, checks, and cash in preparation of daily bank deposit.
- Provide customer service by serving as the first point of contact; and is responsible for determining the customer's needs and providing appropriate information or directing customers to the appropriate area/individual for further assistance; respond to various questions and inquiries regarding District services, classes, parks, and facilities; research and resolve problems in response to customer and staff requests.
- Accurately complete all necessary reservation/registration forms, receipts, permits, insurance, and credits with appropriate cash, credit card, or check transactions and enter these transactions into the reservation/registration program with the appropriate forms for accounting.
- May assist staff with the processing of public record requests.
- Perform a variety of general administrative and clerical duties in support of the Division and sort and process incoming and outgoing correspondence; maintain office supplies; prepare correspondence and other written materials including typing, copying, and faxing information as requested.

- Prepare weekly schedule and report for all weekly District facility usage and prepare monthly report of facility usage.
- Create and maintain a variety of logs and other records, including certificates of insurance; conduct research on returned mail; data entry of address and name changes.
- May be assigned to create, transcribe, and distribute meeting agendas and minutes, maintain paper copy and electronic copies on the District IT server and website.
- May serve as back up to Payroll and Accounting.
- [May be required to participate in employee committees.](#)
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Must have a high school diploma or general education degree (GED); and ~~one to two~~ (12) years of experience gained within recent years, which involved direct customer service and operation of a personal computer and peripheral equipment; and requires ~~one to two years'~~ experience working with public and/or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- ~~Thorough K~~knowledge of: modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.
- ~~Considerable K~~knowledge of: the operations, procedures and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar, and punctuation.
- ~~Working skills: depending on assignment, incumbents may be required to demonstrate~~Must be skilled in a certain prescribed proficiency in typing or equivalent word processing/data entry and/or note taking/transcribing dictation.
- ~~Thorough A~~ability to: perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another.
- ~~Ability to~~ establish and maintain cooperative working relationships.
- ~~Ability to~~ understand, follow, and convey written and verbal directions.

PHYSICAL DEMANDS

Updated: 10/2023

The work is categorized as light. Additionally, the following physical abilities are required:

- ~~Mobility:~~ Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

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WORK ENVIRONMENT

Work is performed in a typical ~~temperature-controlled~~ temperature-controlled office environment subject to typical office noise. The positions will mostly be in a ~~fast paced~~ fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

CUSTOMER SERVICE REPRESENTATIVE II

Department: Administration

Pay Grade: F102

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs a variety of routine to complex customer service functions including providing information; researching problems; processing reservations, registrations, and fees; receiving payments and issuing applicable permits; by telephone, online and in person; acts as liaison between customers and staff; performs a variety of routine clerical support duties; and performs related duties as required.

ESSENTIAL JOB FUNCTIONS

- Use of cash register in day-to-day operations and accurately reconcile daily cash register report.
- Verify daily transactions, receipts, checks, and cash in preparation of daily bank deposit.
- Provide customer service by serving as the first point of contact; and is responsible for determining the customer's needs and providing appropriate information or directing customers to the appropriate area/individual for further assistance; respond to various questions and inquiries regarding District services, classes, parks, and facilities; research and resolve problems in response to customer and staff requests.
- Accurately complete all necessary facility reservation/class registration forms, receipts, permits, insurance, and credits with appropriate cash, credit card, or check transactions and enter these transactions into the reservation/registration program with the appropriate forms for accounting.
- May assist staff with the processing of public record requests.
- Perform a variety of general administrative and clerical duties in support of the Division and sort and process incoming and outgoing correspondence; maintain office supplies; prepare correspondence and other written materials including typing, copying, and faxing information as requested.

- Prepare weekly schedule and report for all weekly District facility usage and prepare monthly report of facility usage.
- Create and maintain a variety of logs and other records, including certificates of insurance; conduct research on returned mail; data entry of address and name changes.
- [Serve on the Safety Committee and the Customer Satisfaction Committee.](#)
- May be assigned to create, transcribe, and distribute meeting agendas and minutes, maintain paper copy and electronic copies on the District IT server and website.
- [May serve on employee committees.](#)
- May serve as back up to Payroll and Accounting.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Must have a high school diploma or general education degree (GED); and ~~two~~ **three (3)** ~~years (CSR II)~~ of experience gained within recent years, which involved direct customer service and operation of a personal computer and peripheral equipment; and requires one to two years ~~of~~ experience working with public and/or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- ~~Thorough~~ Knowledge of: modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.
- ~~Considerable~~ Knowledge of: the operations, procedures, and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar, and punctuation.
- ~~Working skills: depending on assignment, incumbents may be required to demonstrate~~ Must be skilled in a certain prescribed proficiency in typing or equivalent word processing/data entry and/or note taking/transcribing dictation.
- ~~Thorough~~ Ability to: perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another.
- ~~Ability to e~~ Ability to establish and maintain cooperative working relationships.
- Ability to understand, follow and convey written and verbal directions.

PHYSICAL DEMANDS

The work is ~~categorized as light.~~ Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical ~~temperature-controlled~~ temperature-controlled office environment subject to typical office noise. The positions will mostly be in a ~~fast-paced~~ fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title: Customer Service Rep. - Lead Worker **Category:** Staff
Department: Administration **Prepared Date:** April 2015
Reports To: Administrative Services Manager **Approved by:** Board of Directors
FLSA Status: Non-Exempt **Approved Date:** July 1, 2015

SUMMARY: Under direction, plans, organizes and leads assigned clerical operations or support unit(s) which may involve highly technical and specialized (e.g., administrative, collections, accounting) journey or advanced journey level clerical work.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Perform other duties as assigned.

- Plans, organizes and reviews the work of a clerical staff; reviews work of staff to ensure adequacy and accuracy of documents and files processed through the department.
- Serve as Recording Secretary for Board of Directors and attend Board meetings as scheduled
- Create, transcribe, and distribute meeting agendas and minutes, maintain paper copy and electronic copies on the District IT server and website.
- Assist with preparation of Board packets.
- Develops and implements internal program procedures and work methods; instructs staff on changes in procedure or policy that affect operation; conducts training and orientation of new clerical staff and ongoing training for all current clerical staff.
- Handles the more difficult and complex procedural problems; researches state law, and district policies to ensure compliance and prepares and processes documents as needed; responds to questions and special problems of the public or various departmental representatives or outside agencies.
- Maintains pertinent records and performs related work as required which may include typing, filing, preparing and mailing of correspondence, various documents, civil service matters and other employee relations matters.
- Maintains current knowledge of office computer systems and word processing software.
- May receive and resolve routine personnel matters and make recommendations to superiors on difficult and complex personnel matters.
- Will act as back-up Customer Service Representative and assist all clerical staff.
- Will be assigned additional clerical, technical, administrative and/or lead worker duties and responsibilities.
- Will assist with staffing needs and other program decisions.
- Will assist with the processing of public records requests.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: clerical/secretarial practices and procedures related to position assignment, including standard abbreviations and terminology; general office practices and procedures; record retention practices; clerical work methods and techniques.
- Working to considerable knowledge of: clerical/secretarial systems as applicable to position assignment; automated systems applicable to work assignment; plan, organize and direct the work of staff to meet varying workload demands and specific time requirements.
- Thorough to comprehensive ability to: perform and lead others involved in clerical/secretarial file processing, records maintenance and other specialized clerical work; apply rules policies and procedures; evaluate unusual situations and resolve them through the application of standard policies and procedures; develop and implement work methods and procedures; prepare documents and



Pleasant Valley Recreation and Park District Job Description

narrative statistical/program status reports; establish and maintain cooperative working relationships; communicate effectively both verbally and in writing; understand and follow written and verbal directions.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or general education degree (GED); and four (4) years of experience gained within recent years, which involved direct customer service. Visibility of work requires attention to detail, excellent organizational skills, and discretion with confidential information.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Customer Service Representative I/II
Department: Various
Reports To: Various
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: June 2009
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision, performs a variety of routine to complex customer service functions including providing information; researching problems; processing reservations, registrations and fees; receiving payments and issuing applicable permits; by telephone, online and in person; acts as liaison between customers and staff; performs a variety of routine clerical support duties; and performs related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Perform other duties as assigned.

- Use of cash register in day-to-day operations and accurately reconcile daily cash register report.
- Verify daily transactions, receipts, checks, and cash in preparation of daily bank deposit.
- Provide customer service by serving as the first point of contact; and is responsible for determining the customer's needs and providing appropriate information or directing customers to the appropriate area/individual for further assistance; respond to various questions and inquiries regarding District services, classes, parks and facilities; research and resolve problems in response to customer and staff requests.
- Accurately complete all necessary reservation/registration forms, receipts, permits, insurance, and credits with appropriate cash, credit card, or check transactions and enter these transactions into the reservation/registration program with the appropriate forms for accounting.
- May assist staff with the processing of public record requests.
- Perform a variety of general administrative and clerical duties in support of the Division and sort and process incoming and outgoing correspondence; maintain office supplies; prepare correspondence and other written materials including typing, copying and faxing information as requested.
- Prepare weekly schedule and report for all weekly District facility usage and prepare monthly report of facility usage.
- Create and maintain a variety of logs and other records, including certificates of insurance; conduct research on returned mail; data entry of address and name changes.
- May be assigned to create, transcribe, and distribute meeting agendas and minutes, maintain paper copy and electronic copies on the District IT server and website.
- May serve as back up to Payroll and Accounting.

OTHER SKILLS AND ABILITIES: Requires knowledge and use of standard and accepted office operations and clerical procedures, methods and practices; English usage, spelling, grammar, and punctuation; business letter writing techniques. Familiar with and use methods and techniques of outstanding customer service; methods and techniques of proper phone etiquette; office procedures, methods, and equipment.

CSR I is the journey level classification in this job series. Incumbents perform a variety of clerical duties requiring the application of specialized program knowledge in support of on-going operations and services.

CSR II is the advanced journey classification in this job series. Incumbents perform support duties requiring interpretation of rules and regulations and assessment of individual circumstances to determine appropriate course of action(s).

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pleasant Valley Recreation and Park District Job Description

- Thorough knowledge of: modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.
- Considerable knowledge of: the operations, procedures and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar and punctuation.
- Working skills: depending on assignment, incumbents may be required to demonstrate a certain prescribed proficiency in typing or equivalent word processing/data entry and/or note taking/transcribing dictation.
- Thorough ability to: perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another; establish and maintain cooperative working relationships; understand, follow and convey written and verbal directions.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or general education degree (GED); and two (2) years (CSR I) or three (3) (CSR II) of experience gained within recent years, which involved direct customer service and operation of a personal computer and peripheral equipment; and requires one to two years' experience working with public and/or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

HUMAN RESOURCES GENERALIST

Department: Administration

Pay Grade: P101

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, responsible for human resource duties, including processing of personnel transactions, compensation, personnel record-keeping, and benefits.

ESSENTIAL JOB FUNCTIONS

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage, and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation, and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain ~~relationship~~relationships with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as ~~one of the~~ points of contact for legal counsel as required for labor relations, and conduct District work related to this area.
- Assist with day-~~to-day~~to-day -employee benefits and ~~personnel related~~personnel-related questions.

- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain the District's policies regarding Standards of Conduct and Confidentiality.
- Maintain accurate and ~~up-to-date~~up-to-date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Perform ~~s~~ other related duties as assigned.

QUALIFICATIONS

Education and Experience:

~~Associate Degree in Human Resources~~Associate degree in human resources, bBusiness, fFinance, cCommunications, public aAdministration or related field, or Human Resource Professional Certification with minimum of ~~two~~three (23) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification are required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening, and criminal justice fingerprint clearance/background check required. Experience with CalPERS system a plus.

Knowledge, Skills, and Abilities:

- Knowledge and enforcement of employee rights, benefits, and obligations.
- Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems.
- ~~Must possess excellent oral and written communication skills.~~ Skilled in oral and written communication.
- Ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, or governmental regulations, contracts, safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to develop and write reports, conduct analysis, and correspondence.
- ~~Knowledge and enforcement of employee rights, benefits, and obligations.~~
- ~~Ability to~~Must be able to operate basic office equipment and be PC literate with software applications in use at the District.
- ~~Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems.~~

- ~~Must maintain the District's policies regarding Standards of Conduct and Confidentiality.~~
- ~~Assess~~ ability to "multitask" to handle competing priorities and demands, keep accurate records and prepare detailed reports.
- ~~Ability to c~~ommunicate effectively with the public, organizations, employees, user groups, and community leaders in oral and written form.
- ~~Be self-motivated, work independently, and manage time well.~~

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; ~~occasional~~ occasionally working alone; ~~b~~ Be self-motivated, work independently, and manage time well.
- ~~Environmental: frequent exposure to noise.~~

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WORK ENVIRONMENT

Work is performed in a typical ~~temperature-controlled~~ temperature-controlled office environment subject to typical office noise. The positions will mostly be in a ~~fast paced~~ fast-paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title: Human Resource Generalist
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Part Time

Category: Staff
Prepared Date: January 2014
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision, responsible for human resource duties, including processing of personnel transactions, compensation, personnel record-keeping, and benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationship with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as one of the points of contact for legal counsel as required for labor relations, conduct District work related to this area.
- Assist with day-to day-employee benefits and personnel related questions.
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain accurate and up to date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES: Knowledge and enforcement of employee rights, benefits, and obligations. Experience with CalPERS system a plus. Must be able to operate basic office equipment and be PC literate with software applications in use at the District. Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook; database software and contact management systems. Must maintain the District's policies regarding Standards of Conduct and Confidentiality. Possess ability to "multitask" to handle competing priorities and demands, keep accurate records and prepare detailed reports. Communicate effectively with the public, organizations, employees, user groups, and community leaders in oral and written form. Be self-motivated, work independently, and manage time well.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: Associates Degree in Human Resources, Business, Finance, Communications, Public Administration or related field, or Human Resource Professional Certification with minimum of three (3) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

LANGUAGE SKILLS: Must possess excellent oral and written communication skill. Ability to read and interpret documents such as general business periodicals, professional journals, technical procedures, or governmental regulations, contracts, safety rules, operating and maintenance instructions, and procedure manuals. Ability to develop and write reports, conduct analysis, and correspondence.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: General Manager
Department: Administration
Reports To: Board of Directors
FLSA Status: Exempt

Category: Management
Prepared Date: April 2016
Approved by: Board of Directors
Approved Date: May 4, 2016

SUMMARY: The Pleasant Valley Recreation and Park District is seeking an enthusiastic, creative and experienced individual with strong managerial, financial and communication skills. Position requires a highly motivated professional with strong interpersonal, organizational and coordination skills with the ability to use time and resources efficiently as well as possessing leadership skills to motivate staff and participants. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables, along with the ability to project and implement long-range planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administers the District's parks and Recreation programs.
- Directs through subordinates the planning, scheduling, and coordination of all District activities.
- Develops, implements and maintains strategic, fiscal and capital improvement plans for the District.
- Prepares and monitors budgets and prepares special reports as required.
- Formulates and interprets policy and procedures for Board review and approval.
- Coordinates the activities of the District with those of other public and private jurisdictions.
- Develops policies, procedures and priorities to meet established goals and objectives, as set by the Board of Directors.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as directed by the Board.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION/EXPERIENCE: Bachelor's Degree in Park Management, Public Administration, or a closely related field; (10) years of increasingly responsible experience in management with a special district recreation and park agency and/or public agency which has included supervisory and administrative responsibilities.

COMMUNICATION SKILLS: Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to Boards of Directors, other agencies and the public.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.



Pleasant Valley Recreation and Park District Job Description

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Office Assistant
Department: Administration
Reports To: Administrative Services Manager
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: November 2016
Approved by: Board
Approved Date: January 4, 2017

SUMMARY: Under direct supervision (I), general supervision (II), performs a variety of routine to clerical duties in support of administration or other program. Support activities may include, public service, document production, and/or record maintenance, also performs related duties as required. Ability to adhere to attendance and punctuality guidelines and demonstrate flexibility in working varying shifts, including some evenings and weekends as necessary

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Depth and breadth of assignments increase at each level and may include, but are not limited to the following:

- Types a variety of documents in draft and final form, such as correspondence, standard forms, charts, proposals, specifications, and reports written, recorded, printed sources, and/or verbal instructions, proofreads typed materials for correct grammar, spelling and punctuation.
- Prepares, validates, processes, and/or checks a variety of documents such as permit applications, reservations, program applications, invoices, etc., for completeness, accuracy, and submission standards.
- Answers phone calls and walk-ins; determines how incoming customers should be routed; directs people to appropriate offices, or customers to proper information sources; answer routine questions; explains routing procedures, processes, or district activities; schedules appointments, training, or examinations; obtains routine factual information to create or update files; provides assistance in the completion of forms.
- Sorts and/or files materials such as correspondence, contract documents, and customer information; maintains files; conducts systematic search for misplaced materials; maintains cross-reference files or invoices; purges filing systems as necessary.
- Compiles routine reports and records by extracting and/or tabulating information from a variety of sources, such as files, correspondence, meeting notes, logs, previous reports, and/or verbal instruction.
- Transfers professional and technical instructions to project or customer files; researches reference materials to respond to customer or co-worker inquiries.
- Operates a variety of automated office equipment.
- May perform equipment/system maintenance checks.
- Uses computerized equipment to produce routine reports, correspondence, or forms; enters, updates, and/or extracts stored information using such equipment.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Some to thorough knowledge of: modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.
- Working to considerable knowledge of: the operation and procedures and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar, and punctuation.
- Working skills: depending on assignment, incumbents may be required to demonstrate a certain prescribed proficiency in typing or equivalent word processing/data entry and/or taking/transcribing dictation.



Pleasant Valley Recreation and Park District Job Description

- Working to thorough ability to: perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another; establish and maintain cooperative working relationships; understand, follow and convey written and verbal directions.

EDUCATION and/or EXPERIENCE: High school diploma or General Education Degree (GED). Some to considerable clerical experience which has led to the acquisition of the required knowledge, skills and abilities.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

HUMAN RESOURCES SPECIALIST

Department: Administration

Pay Grade: F105

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, performs a variety of technical and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, benefits, administration, and workers' compensation. Provides responsible technical support to District management staff, assists in completing various human resources studies and reports; and performs related work as required. This is a single-position confidential classification that performs a full range of specialized technical work. [Will be required to participate on committees such as the Safety and Employee Recognition Morale Committee.](#)

ESSENTIAL JOB FUNCTIONS

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Understanding of CalPERS and the CalPERS software.
- Maintain accurate, consistent, and confidential document/record processing and organization for all human resources; establish and maintain a variety of filing, record keeping, and tracking systems.-
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage, and support outbound recruiting; interview scheduling and applicant tracking.
- [Assists in the development and administration of personnel programs, policies, and procedures.](#)
- [Responsible for preparation](#) Prepare of offer letters, reference checks, degree verifications, eligibility verification, investigation, and compliance with background checks as appropriate.

- ~~Responsible for updating~~Update hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationships with outside supplemental insurance agents and insurance brokers for health benefits.
- Act as ~~one of the~~ points of contact for legal counsel as required for labor relations, conduct District work related to this area; ~~participate in negotiations with labor unions; interpret and explain memorandum of understanding, salary resolutions and personnel rules and regulations to managers and employees.-~~
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys; maintain records of summaries, statistics, and follow up.
- Maintain accurate and up-to-date position list and salary schedule for all departments on District website.
- ~~Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.~~
- Work with the Accounting Specialist to verify payroll accuracy; ~~s~~Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- ~~r~~
- Responds to ~~and assist with~~ employee and retiree questions and complaints and interfaces with medical insurance providers and insurance representatives.
- Interprets, describes and applies District policies and procedures and Memorandum of Agreement in performance of assigned duties.
- Collects and compiles human resources data; prepares various human resources and technical reports at the State and District levels.
- Attends labor management meetings with management staff and provides information as requested.
- Administer effective recruitment, testing and selection, and employee benefits administration practices.
- Make accurate arithmetic and statistical computations. ~~Review human resources documents for completeness and accuracy.~~
- ~~Understand and follow oral and written instructions.~~
- Performs other related duties as assigned.

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QUALIFICATIONS

Education and Experience:

Associate degree in human resources, business, finance, communications, public administration or related field, or Human Resource Professional Certification with minimum of three (3) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Updated: 10/2023

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of policies and procedures related to recruitment, selection, benefits administration, workers' compensation, classification, and compensation.
- Knowledge of methods, techniques and practices of data collection, record keeping and report writing.
- Knowledge of Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Skilled in modern office practices, methods, computer equipment and computer applications related to work, including word processing and spreadsheet software.
- Knowledge of recent and on-going developments, current literature and sources of information related to human resources programs.
- Skilled in Business letter writing and standard letter writing practices for correspondence.
- Ability to perform detailed human resources office support work accurately and in a timely manner.
- Ability to provide a high level of customer service to public and District staff, in person and over the phone.
- ~~Ability to Establish~~ establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- ~~Ability to u~~ understand and follow oral and written instructions.
- ~~Ability to~~

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PHYSICAL DEMANDS

The work is ~~categorized as light~~ ~~s~~ ~~_____~~ Additionally, the following physical abilities are required:

- Mobility: ~~f~~requent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical ~~temperature-controlled~~~~temperature-controlled~~ office environment subject to typical office noise. The positions will mostly be in a ~~fast-paced~~~~fast-paced~~ office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title: Human Resources Specialist **Category:** Staff
Department: Administration **Prepared Date:** April 2015
Reports To: Admin. Svcs. Mgr. **Approved By:** Board of Directors
FLSA Status: Non-Exempt **Approved Date:** July 1, 2015

SUMMARY: Under general supervision, performs a variety of technical and office administrative human resources support functions, including assisting with the recruitment, testing, and selection of staff, benefits, administration, and workers' compensation. Provides responsible technical support to District management staff, assist in completing various human resources studies and reports; and performs related work as required. This is a single-position confidential classification that performs a full range of specialized technical work.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following and performs additional duties as assigned.

- Ensure Department of Labor compliance; interpret and apply labor and employment laws, rules and regulations per Government Code and Federal laws.
- Understanding of CalPERS and the CalPERS software.
- Maintain accurate and consistent document/record processing and organization.
- Assist in recruiting process: job description creation/posting, handle inbound recruiting tasks, manage and support outbound recruiting; interview scheduling and applicant tracking.
- Responsible for preparation of offer letters, reference checks, degree verifications, eligibility verification, investigation and compliance with background checks as appropriate.
- Responsible for updating hiring packets and new hire orientation for all assigned divisions and/or locations.
- Work with insurance carriers, process claim reports and follow up with injured workers.
- Maintain vehicle insurance records and minor work permits.
- Maintain relationship with outside supplemental insurance agent and insurance brokers for health benefits.
- Act as one of the points of contact for legal counsel as required for labor relations, conduct District work related to this area.
- Assist with day-to day-employee benefits and personnel related questions.
- Assist with preparation of all necessary District communication pieces (i.e.: benefit offerings, compensation, policies, procedures, and employee manual).
- Facilitate employee salary and benefit surveys. Maintain records of summaries, statistics, and follow up.
- Maintain accurate and up to date position list and salary schedule for all departments on District website.
- Serve as primary back-up to payroll, collecting timesheets and running payroll as necessary.
- Work with the Accounting Specialist to verify payroll accuracy.
- Responds to employee and retiree questions and complaints and interfaces with medical insurance providers and insurance representatives.
- Interprets, describes and applies District policies and procedures and Memorandum of Agreement in performance of assigned duties.
- Collects and compiles human resources data; prepares various human resources and technical reports at the State and District levels.
- Attends labor management meetings with management staff and provides information as requested.
- Maintains/verifies mandated documents in all personnel files
- Perform related duties as assigned.

OTHER SKILLS AND ABILITIES:

- Perform detailed human resources office support work accurately and in a timely manner.



Pleasant Valley Recreation and Park District Job Description

- Interpret, apply and explain policies, procedures and practices of human resources administration.
- Review human resources documents for completeness and accuracy.
- Administer effective recruitment, testing and selection and employee benefits administration practices.
- Maintain accurate and confidential human resources records.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees and other matters affecting employee relations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Make accurate arithmetic and statistical computations.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Understand and follow oral and written instructions.
- Operate modern office equipment including computer equipment and specialized software application programs.
- Organize own work, set priorities and meet critical time deadlines.
- Establish, maintain and foster positive and effective working relationships with those contacted in the course of work.

QUALIFICATIONS:

Knowledge of:

- Policies and procedures related to recruitment, selection, benefits administration, workers' compensation, classification and compensation.
- Methods, techniques and practices of data collection and report writing.
- Business letter writing and standard letter writing practices for correspondence.
- Applicable Federal, State and local laws, regulatory codes, ordinances and procedures relevant to assigned area of responsibility.
- Recent and on-going developments, current literature and sources of information related to human resources programs.
- Record keeping principles and procedures.
- Modern office practices, methods, computer equipment and computer applications related to work, including word processing and spreadsheet software.
- Principles and procedures of record keeping and reporting.
- English usage, spelling, vocabulary, grammar and punctuation.
- Techniques for providing a high level of customer service to public and District staff, in person and over the phone.

EDUCATION and/or EXPERIENCE: Associates Degree in Human Resources, Business, Finance, Communications, Public Administration or related field, or Human Resource Professional Certification with minimum of five (5) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone.



Pleasant Valley Recreation and Park District Job Description

Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature controlled office environment subject to typical office noise. The positions will mostly be in a fast paced office environment requiring the ability to multi-task. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

AQUATICS CENTER ASSISTANT MANAGER

Department: Recreation
Pay Grade: P102
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, this position will performs a variety of complex and responsible aquatic and administrative duties to assist management and operation of a fast paced, indoor aquatic center in accordance with District policies and procedures.

ESSENTIAL JOB FUNCTIONS

- ~~Will~~ ~~May~~ ~~open~~ ~~open~~, close, secure, and maintain a safe program environment and facility that aligns with District rules and regulations.
- Develop, conduct, promote, supervise, and participate in various aquatic activities, programs, and rentals to include use of equipment, and District reports.
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance.
- Demonstrate continuous effort to improve operations, and streamline work processes within the aquatic center and other departments.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy; ~~;~~ receive payment, count money, ~~;~~ and make change; ~~;~~ ~~and~~ prepare District reports.
- Will support with marketing/programming material for the Aquatic Center.
- Serve as lead support for aquatic staff to include scheduling management, in-service ~~training~~ ~~training~~, and lifeguard/programming support.
- Respond to injuries, and ~~perform~~ ~~perform~~ water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures.

- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

A High School Diploma or GED with minimum of two years of lifeguard experience, or equivalent combination of education and experience. Previous supervisory, facility management, or college coursework highly desirable.

Special Qualifications:

American Red Cross certifications: Lifeguard, First Aid and CPR for the Professional Rescuer with Title 22 required and obtain Water Safety Instructor (WSI) certification within 12 months of employment; American Red Cross Lifeguard Instructor certification, Certified Pool Operator or Aquatic Facility Operator desirable. Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, ~~and~~ possess a valid Driver's License with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District.

Knowledge, Skills, and Abilities:

- ~~Working~~ Knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak before groups of customers or employees of the organization.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequent use of office equipment; frequently required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, crawl, climb, and balance.
- Lifting: frequently up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Taste and/or smell.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GROUNDS FACILITIES II

Department: Park Division

Pay Grade: F103B

FLSA Status: Non-Exempt

JOB SUMMARY

Performs semi-skilled and skilled labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool, and facilities/buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related technical tasks as assigned. ~~This is an entry-level classification in the Grounds series.~~ The Grounds/Facilities II position performs the routine tasks and duties including less complex and general park maintenance and repair of irrigation systems, facilities, pool, vehicles, and equipment. [Incumbent may be required to work stand-by on a rotational basis and report to work on a callback basis as needed. Standby assignment is at the discretion of the Division Head.](#) ~~Since this is an entry level class, employees may have only limited or no directly related work experience.~~ Receives day-to-day direction from Park Maintenance/Facilities Lead Worker.

ESSENTIAL JOB FUNCTIONS

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking, and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned; ball field prep (draft and line fields); manually waters brick dust infields to provide suitable surface for play.
- Operates construction and maintenance equipment and power tools such as a dump truck, tractor, mowers, edgers, weed whips, chainsaws, pruners, and blowers; maintain hand and power tools and assigned equipment; conduct equipment inspections and perform preventive maintenance on equipment.
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean

restroom areas; sweep, scrub, strip, wax, seal and buff floors, vacuum, and shampoo carpets.

- Perform maintenance on park facilities, including touch-up painting, minor carpentry, plumbing and other repair activity.
- Operates light to medium motor-driven turf maintenance equipment, including tractors and trucks; tows equipment trailers and other related equipment used to level and prepare brick dust fields as assigned; performs minor repairs to keep equipment in running order.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Lines in-fields for play with chalk; cleans infield based pegs and attaches bases; replaces damaged based pegs, pitching rubbers and home plates; provides field safety checks and take appropriate actions to correct problems.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain, and clean restrooms.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Must be 18 years of age with a high school diploma or general education degree (GED); and ~~threesix (3) yearmonths~~ related experience and/or training ~~preferred (Level I); three (3) years of experience as a Grounds/Facilities I (Level II); or equivalent combination of education and experience.~~

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California ~~d~~Driver's ~~l~~icense and maintain a clean California Department of Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required. ~~In order to promote to Level II in the Grounds/Facilities series the District must have an opening and the employee M~~must possess any combination of three (3) ~~of the below licenses/certificates, in which one certificate pertains to supervision/leadership skills, or a minimum of twelve (12) hours of human resources related classes with the remaining two certificates in technical skills including byt not limited to the following:~~

- ~~1. California Department of Pesticide Regulation Qualified Applicator Certificate(QAC) or Qualified Applicator License (QAL) Pesticide license~~
- ~~2. Certified Playground Safety Inspector (CPSI) certification Playground Safety certification~~
- ~~3. Backflow Prevention Assembly Tester (BPAT) Certification Back Flow license~~
- ~~4. State of California Class "A" commercial driver's license Class "A" license~~

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- ~~5-~~ Aquatic Facility Operator (AFO) certification
- ~~6-~~ Certified Pool or Spa Operator (CPO) certification
- ~~7-~~ Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
- ~~8-~~ Irrigation certification through the Irrigation Association, California Landscape Contractors Association or from an accredited college or university course or program.
 - Certified Irrigation Technician (CIT)
 - Certified Landscape Irrigation Auditor (CLIA)
 - CLCA Water Management certification
 - Other irrigation certifications considerations must be pre-approved by Department Head
- ~~9-~~ Horticulture certification from National Association of Landscape Professionals (NALP), California Landscape Contractors Association (CLCA) or an accredited college or university course or program.
- ~~10-~~ Small Engine Repair
- ~~11-~~ Heating Ventilation and Air Conditioning (HVAC)

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Knowledge, Skills, and Abilities:

- ~~Ability to:~~ work outdoors in inclement weather.
- ~~Ability to:~~ perform a variety of routine tasks in the care, cleaning, and general maintenance of building, grounds, and equipment.
- ~~Ability to:~~ apply common sense understanding to carry out follow instructions furnished in written, oral, or diagram form; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Ability to:~~ establish and maintain effective working relations with others; ~~read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.~~

PHYSICAL DEMANDS

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; prolonged periods of time.
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision, close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.

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- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise, exposure to potentially hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment.

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• Mobility: While performing the duties of this job, the employee is frequently required to stand, sit, twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

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- Dexterity:
- Lifting: The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
- Hearing/Talking: the ability to talk and hear in person, by telephone or two-way radio;
- Vision: and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to ~~risk~~the risk of electrical shock. The noise level in the work environment is usually loud. May be required to work ~~overtime, or overtime~~ or be required to adjust schedule due to special events. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. ~~Office/field environment: exposure to potentially hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants.~~

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title: Grounds/Facilities I/II
Department: Park Division
Reports To: Park Lead/Supervisor
FLSA Status: Non-exempt

Category: Staff
Prepared Date: January 2008
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Performs semi-skilled and skilled labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool and facilities/buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related technical tasks as assigned. This is an entry-level classification in the Grounds series. The Grounds/Facilities I position performs the routine tasks and duties including less complex and general park maintenance and repair of irrigation systems, facilities, pool, vehicles and equipment. Since this is an entry-level class, employees may have only limited or no directly related work experience. Receives day-to-day direction from Park Maintenance/Facilities Lead Worker.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned; ball field prep (draft and line fields); manually waters brick dust infields to provide suitable surface for play.
- Operates construction and maintenance equipment and power tools such as a dump truck, tractor, mowers, edgers, weed whips, chainsaws, pruners and blowers; maintain hand and power tools and assigned equipment; conduct equipment inspections and perform preventive maintenance on equipment.
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub, strip, wax, seal and buff floors, vacuum and shampoo carpets.
- Perform maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.
- Operates light to medium motor-driven turf maintenance equipment, including tractors and trucks; tows equipment trailers and other related equipment used to level and prepare brick dust fields as assigned; performs minor repairs to keep equipment in running order.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Lines in-fields for play with chalk; cleans infield based pegs and attaches bases; replaces damaged based pegs, pitching rubbers and home plates; provides field safety checks and take appropriate actions to correct problems.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain and clean restrooms.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to: work outdoors in inclement weather; perform a variety of routine tasks in the care, cleaning and general maintenance of building, grounds and equipment; ability to work hours as assigned.
- Ability to: apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; establish and maintain effective working relations with others; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.



Pleasant Valley Recreation and Park District Job Description

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED); and six months related experience and/or training preferred (Level I); three (3) years of experience as a Grounds/Facilities I (Level II); or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required. In order to promote to Level II in the Grounds/Facilities series the District must have an opening and the employee must possess any combination of three (3) of the below certificates:

1. Pesticide license
2. Playground Safety certification
3. Back Flow license
4. Class "A" license
5. Aquatic Facility Operator (AFO) certification
6. Certified Pool or Spa Operator (CPO) certification
7. Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
8. Irrigation certification
9. Horticulture certification
10. Small Engine Repair
11. Heating Ventilation and Air Conditioning (HVAC)

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, sit, twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

GROUPS FACILITIES I

Department: Park Division

Pay Grade: F102

FLSA Status: Non-Exempt

JOB SUMMARY

Performs semi-skilled and skilled labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool, and facilities/buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related technical tasks as assigned. This is an entry-level classification in the Grounds series. The Grounds/Facilities I position performs the routine tasks and duties including less complex and general park maintenance and repair of irrigation systems, facilities, pool, vehicles, and equipment. Since this is an entry level class, employees may have only limited or no directly related work experience. Receives day-to-day direction from Park Maintenance/Facilities Lead Worker.

ESSENTIAL JOB FUNCTIONS

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, fertilizing, sodding, raking, and cultivating; maintains flowers and shrubs; performs pesticide and herbicide spraying as assigned; ball field prep (draft and line fields); manually waters brick dust infields to provide suitable surface for play.
- Operates construction and maintenance equipment and power tools such as a dump truck, tractor, mowers, edgers, weed whips, chainsaws, pruners, and blowers; maintain hand and power tools and assigned equipment; conduct equipment inspections and perform preventive maintenance on equipment.
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub, strip, wax, seal and buff floors, vacuum, and shampoo carpets.

- Perform maintenance on park facilities, including touch-up painting, minor carpentry, plumbing and other repair activity.
- Operates light to medium motor-driven turf maintenance equipment, including tractors and trucks; tows equipment trailers and other related equipment used to level and prepare brick dust fields as assigned; performs minor repairs to keep equipment in running order.
- Ensure the safety of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Lines in-fields for play with chalk; cleans infield based pegs and attaches bases; replaces damaged based pegs, pitching rubbers and home plates; provides field safety checks and take appropriate actions to correct problems.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain, and clean restrooms.
- May be required to work stand-by on a rotational basis and report to work on a callback basis as needed. Standby assignment is at the discretion of the supervisor.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Must be 18 years of age with a high school diploma or general education degree (GED); and six (6) months related experience and/or training preferred ~~(Level I); three (3) years of experience as a Grounds/Facilities I (Level II); or equivalent combination of education and experience.~~

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department of Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

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Knowledge, Skills, and Abilities:

- ~~Ability to:~~ work outdoors in inclement weather.
- ~~Ability to:~~ perform a variety of routine tasks in the care, cleaning, and general maintenance of building, grounds, and equipment.
- ~~Ability to:~~ work hours as assigned.
- ~~Ability to:~~ apply common-sense understanding to carry out follow instructions furnished in written, oral, or diagram form; read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- ~~Ability to:~~ establish and maintain effective working relations with others; ~~read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.~~

PHYSICAL DEMANDS

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; prolonged periods of time.
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
 - Environmental: frequent exposure to noise, exposure to potentially hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment.
 - Mobility: While performing the duties of this job, the employee is frequently required to stand, sit, twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.
 - Dexterity:
 - Lifting: The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.
 - Hearing/Talking: the ability to talk and hear in person, by telephone or two-way radio;
 - Vision: and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
 - Environmental: frequent exposure to noise.

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WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to ~~risk~~the risk of electrical shock. The noise level in the work environment is usually loud. May be required to work ~~overtime, or~~overtime or be required to adjust schedule due to special events. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants.~~-Office/field environment: exposure to potentially hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants.~~

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARK MAINTENANCE LEAD WORKER

Department: Park Division

Pay Grade: F105

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, provides lead support to Park Supervisor, directs and assists subordinate personnel in performing skilled activities of grounds landscaping, maintenance, and facility maintenance and safety in accordance with District policies and procedures; receives only occasional instruction or assistance as new or unusual situations arise; ensures that daily workload and preventive maintenance of properties owned by the District are carried out in a timely manner. This is the lead supervisory class within the Grounds Maintenance Worker series. Employees within this class are distinguished from the Grounds Maintenance II Worker by the performance of the full range of duties as assigned in addition to performing lead supervisory responsibilities for an assigned crew, including weekly scheduling, and assigning projects.

ESSENTIAL JOB FUNCTIONS

- Lead, plan, train, and review the work of a crew responsible for maintaining park grounds and recreational facilities.
- Supervise the use of and operate a variety of tools and equipment; perform general maintenance duties including refueling, changing oil, and lubricating parts, make minor adjustments and conduct equipment inspections as necessary.
- Plan, direct, and participate in a variety of plant maintenance and landscape duties including trimming shrubs, pulling weeds, mowing, and edging lawns, raking recreation areas, watering the plants, and sweeping.
- Oversee and schedule the maintenance and installation of park irrigation systems.
- Oversee the application of herbicides, pesticides, and fertilizers; ensure compliance with the established safety procedures.

- Oversee the inspection and ensure the safety of various park facilities including, playgrounds, soccer fields, buildings, tennis courts, and ball fields.
- Verify the work of assigned employees for ~~the accuracy~~accuracy, proper work method techniques, and compliance with the safety standards.
- Issue supplies for park facilities and ground maintenance, requisition maintenance materials and supplies as necessary.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment.
- Prepare park facilities for special events including parades and recreation-sponsored events.
- Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
- Participate in setting forms, mixing, pouring, and finishing concrete.
- Participate in the installation and maintenance of irrigation systems.
- Oversee, participate, and schedule the custodial care and upkeep of District buildings.
- Oversee, participate, and schedule recreational set-up and takedown schedules.
- May be required to work weekends and or nights.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or General Education Degree (GED) ~~with- f~~Four (4) years of increasingly responsible experience maintaining park grounds and recreational facilities ~~or including one (1) year of supervisory responsibility or~~ any combination of education and experience. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Special Qualifications:

Position will require daily access to a vehicle and must possess a valid California driver's license. Must be in possession of at least four (4) certifications in which one certificate pertains to supervision/leadership skills, or twelve (12) hours of human resources classes, two certificates in technical skills, and the remaining certificate in the applicant's choice of licenses/certifications. ~~Must possess at least four (4) of the following licenses/certificates:~~

- ~~California Department of Pesticide Regulation Qualified Applicator Certificate (QAC) or Qualified Applicator License (QAL)Pesticide license~~
- ~~Certified Playground Safety Inspector (CPSI) certificationPlayground Safety certification~~
- ~~Backflow Prevention Assembly Tester (BPAT) CertificationBack-Flow license~~
- ~~State of California Class "A" commercial driver's licenseClass "A" license~~
- ~~Aquatic Facility Operator (AFO) certification~~
- ~~Certified Pool or Spa Operator (CPO) certification~~
- ~~Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)~~
- ~~Irrigation certification through the Irrigation Association, California Landscape Contractors Association or from an accredited college or university course or program.~~

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- ~~Certified Irrigation Technician (CIT)~~
- ~~Certified Landscape Irrigation Auditor (CLIA)~~
- ~~California Landscape Contractors Association (CLCA) Water Management certification~~
- ~~Other irrigation certifications must be pre-approved by Department Head~~
- ~~_____~~
- ~~Horticulture certification from National Association of Landscape Professionals (NALP), California Landscape Contractors Association (CLCA) or an accredited college or university course or program.~~
 - ~~Other Horticulture certifications considerations must be pre-approved by Department Head~~
- ~~Small Engine Repair~~
- ~~Heating Ventilation and Air Conditioning (HVAC)~~

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Knowledge, Skills, and Abilities:

- ~~Thorough to comprehensive K~~ knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs.
- ~~Working to considerable K~~ knowledge of: proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation, and maintenance of a variety of power tools and equipment; safe work practices.
- ~~Thorough to comprehensive A~~ ability to: perform and lead others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

The work is ~~categorized as heavy.~~ Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; - prolonged periods of time.
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise. exposure ~~to potentially hazardous~~ potentially hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, ~~dust~~ dust, and air contaminants.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. May be required to work ~~overtime, or~~ overtime or be required to adjust schedule due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

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Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LEAD PARK RANGER

Department: Park Division

Pay Grade: F105

FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, provides lead support to the Park Services Manager, directs and assists subordinate personnel in performing Patrol and monitoring parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

ESSENTIAL JOB FUNCTIONS

- Lead, plan, train and review the work of subordinate personnel.
- Assist and add input to the evaluations of employees in the Park Ranger classification.
- Provide lead supervision to the Park Patrol/Rangers including preparing work schedules.
- Responsible for compliance with Ordinance 8, District policies and procedures. In conjunction with the Park Services Manager, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes.
- Establish and maintain an open and effective system of communication throughout the organization.
- Ensure that ~~appropriate~~ appropriate image and approach are being consistently exercised within the Division.
- Assist in providing information to the general public; answer inquiries and complaints concerning park conditions, ~~operations~~ operations, and maintenance.
- Explain and interpret rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensure compliance with those rules and regulations.
- Provide crowd control and enforce safety at special events.
- Protect park patrons and park employees against unruly elements.

- Provides assistance in emergencies, enforces safety and precautions, and administers first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Checks security of buildings against fire, vandalism, damage, and theft.
- Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries and hazardous conditions.
- Works with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrols assigned areas. Patrols areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors. Keeps a record of patrol time and activities and prepares reports.
- Obey and properly executes orders issued by Superintendent/General Manager or designee.
- Under supervision, issues warnings and citations for appropriate ordinances.
- Ensures compliance of park regulations and if needed, utilizes law enforcement agencies to achieve compliance.
- Issues warnings and/or citations, when necessary, to patrons who violate District rules.
- Administers emergency first aid to sick or injured park visitors. May be mobilized in the event of a disaster.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate of Science Degree with work in natural resources or closely related field; three (3) years of parks or law enforcement-related/enforcement-related experience and/or training including lead or supervisory experience; or equivalent combination of education and experience.

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department of Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required. Must possess a current and valid AB832 Certificate.

Knowledge, Skills, and Abilities:

- Thorough knowledge of standards and methods for operating public facilities and their appurtenances; laws, ordinances, rules, and regulations pertaining to park operations; basic safety, first aid, and lifesaving techniques; basic law enforcement techniques; specialized equipment and its uses.

- ~~Working Ability to:~~ plan, schedule and direct the work of others; effectively train subordinate personnel; make decisions quickly and independently in emergency situations; establish and maintain effective working relationships with fellow employees and the public; perform with maximum exertion in an emergency.

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

~~The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~ While performing the duties of this job, the employee is occasionally exposed to ~~risk~~the risk of electrical shock. The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LIFEGUARD

Department: Recreation
Pay Grade: P101
FLSA Status: Non-Exempt

JOB SUMMARY

Under direct supervision, provides swimming instruction for various levels of classes. Performs life guarding duties for public swimming and instruction.

ESSENTIAL JOB FUNCTIONS

- Instruct and/or assist with instruction of swimming lessons ~~for~~ all ages and abilities by following a structured lesson plan.
- Respond to public inquiries made by telephone, correspondence, while maintaining a professional attitude and appearance.
- May open, close, secure, and maintain a safe program environment and facility ~~by~~ enforcing District rules and regulations.
- Respond to injuries, and ~~per~~form water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures.
- ~~Will assist~~ Assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, ~~and~~ make change, and prepare District reports.
- Perform ~~s~~ other related duties as assigned.

QUALIFICATIONS

Education and Experience:

A high school diploma or equivalent is required. A minimum of two years of high school with a work permit or GED with Lifeguard Certifications are required.

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A valid work permit is required if you have not graduated high school or

received a GED at time of hire.

• Lifeguard: must be at least 15.5 years old with valid American Red Cross certifications as listed above.

• Water Safety Instructor (WSI): must be at least 16 years old with both possess Lifeguard and Water Safety Instructor certification; six (6) months experience teaching swim lessons. While performing the duties of a WSI, employees will earn a 5% differential above their regular rate of lifeguard pay.

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Special Qualifications:

Required American Red Cross certifications (before start of employment): Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED. In addition to the required certifications, the American Red Cross WSI (Water Safety Instructor Certification) is preferred for Lifeguards and required for Water Safety Instructors. This position requires less than average amount of driving for those over 18 years of age and therefore must have daily access to a vehicle and possess a valid California Driver’s License and maintain appropriate insurance on vehicles used in the course of business duties. Position may involve driving to events as a representative of the District. The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background/Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

Knowledge, Skills, and Abilities:

- Knowledge of water safety, and pool rules and regulations.
- Knowledge of District guidelines, policies, and procedures.
- Skills in swimming sufficient to perform lifesaving techniques and rescues.
- Ability to speak sufficient to exchange information in person, on the telephone, or at formal presentations.

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PHYSICAL DEMANDS

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Swimming sufficient to perform lifesaving techniques and rescues; travels across wet, sloping surfaces; vision and hearing sufficient to and communicate across a noisy public swimming pool;
- speaking sufficient to exchange information in person, on the telephone, or at formal presentations; Mobility: frequently required to stand, bend, stoop, kneel, reach or crouch; dexterity of
 - hands and fingers to operate pool equipment; bending, stooping, reaching, kneeling, or crouching; sitting or
 - standing for extended periods of time; and lifts, pushes and pulls 50 pounds when responding to emergency
- lifesaving situations.

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- ~~-Dexterity: frequent use of hands to finger, handle, or feel; operate pool equipment; frequent grasping, holding, and reaching.~~
- ~~Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.~~
- ~~Lifting: The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.~~
- ~~Hearing and Vision: sufficient to communicate across a noisy public swimming pool.~~
Specific vision abilities required by this job
- ~~include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.~~
- ~~-Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.~~
- ~~Hazards: Chemicals associated with a swimming pool; contact with blood, other body fluids, and communicable diseases; and slippery, uneven surfaces.~~

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WORK ENVIRONMENT

Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

OFFICE ASSISTANT

Department: Administration

Pay Grade: P101

FLSA Status: Non-Exempt

JOB SUMMARY

Under ~~direct supervision (I)~~, ~~general supervision (II)~~, performs a variety of routine to clerical duties in support of administration or other programs. Support activities may include, public service, document production, and/or record maintenance, also performs related duties as required. Ability to adhere to attendance and punctuality guidelines and demonstrate flexibility in working varying shifts, including some evenings and weekends as necessary.

ESSENTIAL JOB FUNCTIONS

- Types a variety of documents in draft and final form, such as correspondence, standard forms, charts, proposals, specifications, and reports written, recorded, printed sources, and/or verbal instructions, proofreads typed materials for correct grammar, spelling, and punctuation.
- Prepares, validates, processes, and/or checks a variety of documents such as permit applications, reservations, program applications, invoices, etc., for completeness, accuracy, and submission standards.
- Answers phone calls and walk-ins; determines how incoming customers should be routed; directs people to appropriate offices, or customers to proper information sources; answer routine questions; explains routing procedures, processes, or district activities; schedules appointments, training, or examinations; obtains routine factual information to create or update files; provides assistance in the completion of forms.
- Sorts and/or files materials such as correspondence, contract documents, and customer information; maintains files; conducts systematic search for misplaced materials; maintains cross-reference files or invoices; purges filing systems as necessary.

- Compiles routine reports and records by extracting and/or tabulating information from a variety of sources, such as files, correspondence, meeting notes, logs, previous reports, and/or verbal instruction.
- Transfers professional and technical instructions to project or customer files; researches reference materials to respond to customer or co-worker inquiries.
- Operates a variety of automated office equipment.
- May perform equipment/system maintenance checks.
- Uses computerized equipment to produce routine reports, correspondence, or forms; enters, updates, and/or extracts stored information using such equipment.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or General Education Degree (GED) ~~with one year.~~ ~~Some to considerable~~ clerical experience which has led to the acquisition of the required knowledge, skills, and abilities.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of modern office methods and practices; record maintenance systems; letter writing and report compilation and public contact techniques.
- Knowledge of the operation and procedures and practices used in support of the function to which assigned; techniques to expedite or improve clerical tasks and record processing; correct English usage, spelling, grammar, and punctuation.
- Skilled in typing or equivalent word processing/data entry and/or taking/transcribing dictation.
- Ability to perform and coordinate moderately difficult and responsible clerical work with little or no direct supervision; set up and maintain records and filing systems; extract information from a variety of sources; operate a variety of automated office equipment; accurately perform and proof the transfer of information from one document to another; establish and maintain cooperative working relationships; understand, follow, and convey written and verbal directions.

PHYSICAL DEMANDS

The work is ~~categorized as light.~~ Additionally, the following physical abilities are required:

- ~~—~~ Mobility: Frequent use of office equipment; frequent sitting for long periods of time;

- occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

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WORK ENVIRONMENT

Work is performed in a typical ~~temperature-controlled~~ temperature-controlled office environment subject to typical office noise. The positions will mostly be in a ~~fast-paced~~ fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

MECHANIC

Department: Park Division

Pay Grade: F105

FLSA Status: Non-Exempt

JOB SUMMARY

Performs maintenance and repair services on District vehicles and equipment; ~~to maintain~~ and repairs gasoline, ~~and~~ diesel, battery and electric-powered automotive, heavy, and light construction, and other ~~power~~-driven equipment.

ESSENTIAL JOB FUNCTIONS

- Perform skilled maintenance and repair duties involving repairs to gasoline and diesel-powered automotive, heavy, and light construction, and other ~~power-driven~~power-driven equipment.
- Inspect, diagnose, and locate mechanical difficulties on a variety of gasoline or ~~diesel-powered~~diesel-powered District vehicles and equipment, using state of the art electronic equipment.
- Diagnose, ~~maintain~~maintain, and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters, and batteries.
- Diagnose, maintain, repair, and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
- Diagnose, repair and/or replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems

including wheel cylinders, master cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.

- Weld, fabricate and assemble parts and equipment for District automotive and heavy equipment; fabricate and modify tools as needed.
- Repair chain saws, weed eaters, trimmers, blowers, edgers, and pressure washers.
- Assist in the purchasing of equipment maintenance parts and materials.
- Respond to mechanical field emergencies as needed.
- Document parts used and labor for each work order to ensure the respective District department receives an accurate billing.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- May supervise or lead a crew.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Must be 18 years of age with a high school diploma or general education degree (GED); and completion of a vocational certificate program and/or Associates Degree in automotive technology with three (3) years ~~of work~~ experience; ~~or five (5) years work experience~~ in vehicle and motorized equipment repair and maintenance; or equivalent combination of education and experience. College courses in mechanics or related areas are highly desirable. Relevant college level courses or Certified Mechanic Certification may substitute for up to one year of experience; or equivalent combination of education and experience. Possession of or ability to obtain an appropriate smog check mechanic license, a Master Automotive Technician Certificate in the following areas: brakes, suspension and steering, electrical/electronic systems, manual drive train and axles within one year of employment. Certifications in engine repair and heating and air conditioning are required within two years of employment.

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California ~~d~~Driver's ~~L~~icense and maintain a clean California Department ~~of~~ Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- Knowledge of methods, practices, materials, and tools used in the major repair and maintenance of automotive and construction equipment; machine shop tools and their use; various types of gasoline and diesel powered stationary and automotive engines and drive trains; principles and techniques used in the service and repair of air brakes; vehicular and equipment hydraulic systems; vehicular electronics and electrical systems; and the use and operation of test and repair equipment.

- Basic/intermediate knowledge of mechanical principles and practices of automotive repairs and preventive maintenance; use of tools and equipment used to make mechanical repairs and shop safe work practices.
- Ability to operate mechanical testing and repair devices; estimate time and materials needed to complete a job; read electrical and mechanical diagrams; diagnose and repair defective vehicular equipment; maintain accurate records; follow written and verbal instructions; learn more advanced electronic diagnostic methods and equipment; expand knowledge of an automated record keeping system; follow instructions; follow safe work practices; improve gas and arc welding skills; use a fleet data management system using a hand held device and desktop computer.

PHYSICAL DEMANDS

The work is categorized as heavy. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; ~~prolonged periods of time~~
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise; ~~exposure to~~ ~~potentially~~ ~~hazardous~~ chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, ~~dust~~ ~~dust~~, and air contaminants.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime or be required to adjust schedule due to special events. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk, ~~or~~ bend over for prolonged periods of time when working on ~~irrigation equipment~~ vehicles, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

MARKETING SPECIALIST

Department: Administration

Pay Grade: F102

FLSA Status: Non-Exempt

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JOB SUMMARY

This position is responsible for all District Marketing items to include social media, marquee, web site, and activity guide (design and formatting). The position is required to design, and print any flyers for District programs and events. The position is responsible for taking photos for the District to use to maintain District's Marketing. Print banners or update design and print marketing materials for events, programs, meetings, and park closures. Attend marketing/networking booth opportunities.

ESSENTIAL JOB FUNCTIONS

- Maintain District's Marketing Material including managing the District's website, social media, marquee, press releases, Constant Contacts Newsblasts, and activity guide.
- Create all the designs used for marketing material.
- Attend and participate in staff and committee meetings.
- Work with community partners to set up booths and provide District information at community events.
- Take photographs for the District to maintain an up-to-date photo library.
- Track data analytics for social media traffic and help improve District's digital views.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate's Bachelor's degree in marketing or related field with one (1) year of experience, or equivalent combination of education and experience.

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Special Qualifications:

Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid California driver's license with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. [Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.](#)

Knowledge, Skills, and Abilities:

- Knowledge and expertise of MS Office Suite, including Word, Excel, and Outlook.
- Skills to operate basic office equipment and be PC literate with software applications in use in the District.
- Ability to be self-motivated, work independently, and manage time well.
- Ability to multitask to handle competing priorities and demands.
- [Ability to communicate effectively with the public, organization, employees, user groups, and community leaders in oral and written form.](#)
- [Ability to establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.](#)

PHYSICAL DEMANDS

The work is light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require rare/occasional overtime or schedule adjustments due to special events.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Coordinator	Category:	Staff
Department:	Recreation	Prepared Date:	July 2022
Reports To:	Recreation Supervisor or as assigned	Approved By:	Board of Directors
FLSA Status:	Non-Exempt	Approved Date:	July 6, 2022

SUMMARY: To supervise, assign and review the work of staff responsible for various programs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Position will require some holiday, evening and/or weekend work assignments. Performs related duties as assigned.

- Directly supervise and manage full-time, part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Present to the Board of Directors on activities, events, and programs and provide input, data, and support to the Recreation Supervisor for Staff Reports
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Participate in the preparation and administration of the recreation division budget: submit budget recommendations; monitor expenditures
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.



Pleasant Valley Recreation and Park District Job Description

- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Bachelor's Degree with emphasis in Recreation or a closely related field; two years (2) in public group recreational activity leadership experience including supervisory, public relations, marketing skills. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Recreation Coordinator
Department: Recreation
Reports To: General Manager Recreation
Supervisor or as assigned
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: April 2015
Approved By: Board of Directors
Approved Date: July 1, 2015

SUMMARY: To supervise, assign and review the work of staff responsible for various programs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening and/or weekend work assignments. Performs related duties as assigned.

- Directly supervise and manage full-time, part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Present to the Board of Directors on activities, events, and programs and provide input, data, and support to the Recreation Supervisor for Staff Reports
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Participate in the preparation and administration of the recreation division budget: submit budget recommendations; monitor expenditures
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- ~~Implement and maintain ongoing training programs to enhance individual development in service, program knowledge, interpersonal and technical skills.~~
- ~~Direct, coordinate and review the work plan for assigned programs; meet with staff to identify and resolve problems; assign work activities and projects; monitor work flow; review work products, methods and procedures; assist other staff in a variety of special events or special projects.~~
- ~~Participate in the selection of program staff and volunteers; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.~~



Pleasant Valley Recreation and Park District Job Description

- ~~Plan, prioritize, assign, supervise and review the work of assigned staff responsible for providing recreation programs; provide responsible staff assistance to the division supervisor; prepare and present staff reports and other necessary correspondence.~~
- ~~Initiate, direct, coordinate and supervise a variety of recreational programs and activities.~~
- ~~Procure equipment and supplies as required for assigned program; coordinate with management and other public and private agencies in procuring materials and equipment for program use.~~
- ~~Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.~~
- ~~Serve as an information resource to other divisions, departments outside agencies, and the general public.~~
- ~~Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.~~
- ~~Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.~~
- ~~Plan and coordinate marketing efforts; make presentations to professional groups, and social and community organizations; assist in design of brochures, flyers, bulletin boards and other publicity releases; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.~~
- ~~Participate in the preparation and administration of the recreation division budget; submit budget recommendations; monitor expenditures.~~
- ~~Maintain records and prepare evaluation reports on new or ongoing programs; document the number of registrations and fees collected; maintain and file accident reports; prepare statistical reports as required.~~
- ~~Coordinate various recreation programs; develop event schedules and supply appropriate staffing levels; attend scheduled events and assess program fulfillment of community needs.~~
- ~~Plan, organize and supervise a variety of age-specific recreation activities and special events; solicit sponsorships for various special events; follow-up with potential supporters as appropriate.~~
- ~~Coordinate co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events.~~
- ~~Assist with surveying and educating the community on recreation programs.~~
- ~~May require some Holiday, evening, and/or weekend work assignments.~~

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Bachelor's Degree with emphasis in Recreation or a closely related field; two years (2) in public group recreational activity leadership experience including supervisory, public relations, marketing skills. Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.



Pleasant Valley Recreation and Park District Job Description

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

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PARK RANGER

Department: Park Division

Pay Grade: P104

FLSA Status: Non-Exempt

JOB SUMMARY

Patrol and police parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

ESSENTIAL JOB FUNCTIONS

- Responsible for compliance with security policies and procedures. In conjunction with the Park Superintendent, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes.
- Establish and maintain an open and effective system of communication throughout the organization.
- Ensure that appropriate image and approach are being consistently exercised within the Division.
- Assist~~s~~ in providing information to the general public; answer~~s~~ inquiries and complaints concerning park conditions, ~~operations~~operations, and maintenance.
- Explain~~s~~ and interpret~~s~~ rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensure~~s~~ compliance with those rules and regulations.
- Provide~~s~~ crowd control and enforce~~s~~ safety at special events.
- Protect~~s~~ park patrons and park employees against unruly elements.
- Provide~~s~~ assistance in emergencies; enforce~~s~~ safety and precautions and administer~~s~~ first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Check~~s~~ security of buildings against fire, vandalism, damage~~s~~, and theft.

- Investigate~~s~~ and take~~s~~ the necessary action on disturbances, violations of park rules and other applicable regulations, and investigate~~s~~ accidents, ~~and~~ injuries and hazardous conditions.
- Work~~s~~ with other law enforcement agencies where a situation is beyond the Park Patrol’s control or expertise (i.e., drug violations), and work~~s~~ with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrol~~s~~ assigned areas.
- Patrol~~s~~ areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors.
- Keep~~s~~ a record of patrol time and activities and prepare~~s~~ reports.
- Obey~~s~~ and properly execute~~s~~ orders issued by Superintendent.
- Under supervision, issue~~s~~ warnings and citations for appropriate ordinances.
- Compliance of park regulations and if needed, utilize~~s~~ law enforcement agencies to achieve compliance.
- Administer~~s~~ emergency first aid to sick or injured park visitors.
- Issue~~s~~ warnings and/or citations, when necessary, to patrons who violate District rules.
- May be mobilized in the event of a disaster.
- Perform~~s~~ other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate of Science Degree with work in natural resources or closely related field; ~~one year experience; or two (2) years related experience and/or training; or equivalent combination of education and experience.~~

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California ~~d~~Driver’s ~~l~~icense and maintain a clean Department of Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required. Must possess a current and valid AB832 Certificate.

Knowledge, Skills, and Abilities:

- Knowledge of standards and methods for operating public facilities and their appurtenances; laws, ordinances, ~~rules~~rules, and regulations pertaining to park operations; basic safety, first aid, and lifesaving techniques; basic law enforcement techniques; specialized equipment and its uses.

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PHYSICAL DEMANDS

The work is categorized as medium. ~~_____~~ Additionally, the following physical abilities are required:

- ~~Mobility: While performing the duties of this job, the employee is~~ frequently required to stand; sit; twist, and ~~use hands to~~
- ~~finger, handle, or feel.~~ ~~The employee is frequently required to~~ walk; reach with hands and arms; climb or balance;
- ~~stoop, kneel, crouch, or crawl.~~ ~~and talk or hear.~~
- ~~Lifting: The employee must~~ frequently lift and/or move up to 10 pounds,
- frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- ~~Dexterity: use hands to~~ ~~finger, handle, or feel.~~
- ~~Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.~~
- ~~Vision: Specific vision~~
- abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception,
- and ability to adjust focus.
- ~~Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.~~
- ~~Environmental: frequent exposure to heat, cold, and inclement weather conditions.~~

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WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARK SERVICES MANAGER

Department: Park Division

Pay Grade: F110

FLSA Status: Exempt

JOB SUMMARY

Under general direction, plan, organize, direct, and manage operations maintenance and construction of park facilities and open space areas; provide administrative and technical direction to staff, in accordance with District policies and procedures. This position is responsible for the Park Rangers Program. Prepares and administers the division budget and manages capital equipment purchases and all expenditures of the division.

ESSENTIAL JOB FUNCTIONS

- Plans, directs, and coordinates the alteration, repair, and maintenance of buildings, grounds, open space operations and the enforcement of District ordinances.
- Develops and recommends long-range operations and maintenance programs.
- Analyzes and determines future materials and human resource needs for capital projects and determines types, methods, and cost of repairs to existing sites.
- Makes recommendations for building or repair projects and coordinates the implementation of new construction or park improvement projects, interpreting building plans and specifications ~~to do so~~.
- Prepares annual budget, requests for the funding of buildings and grounds maintenance, and controls expenditures.
- Maintain records of work requests, projects scheduled and all phases of project work.
- Conducts periodic inspections of facilities and reviews the work of employees for the compliance with District standards.
- Receives, stores, and disposes of excess and/or unserviceable property pursuant to District policies and procedures.
- Design and develop landscape plans related to turf mitigation.
- Selects, supervises, trains and evaluates employees.

- Recommend and implement District’s customer service ethic, and changes to District policy and procedures.
- Prepare and present recommendations related to policies, procedures, budget, contracts, bids, etc.
- Attend monthly Board, Committee, and upper-level management meetings.
- Resolves citizen and other agency complaints and issues.
- ~~Maintain records of work requests, projects scheduled and all phases of project work.~~
- May be asked to negotiate union contracts.
- Will be responsible for Parks Department RFP’s.
- Respond to emergency situations as needed.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor’s ~~d~~egree in ~~p~~ark ~~a~~Administration, ~~o~~Ornamental ~~h~~orticulture, ~~l~~andscape ~~a~~rchitecture or related field with ~~four~~ive (45) years of increasingly responsible experience in landscape and building maintenance or crafts work ~~including at least three (3) years of supervisory experience;~~ or an equivalent combination of education and experience.

Special Qualifications:

California ~~d~~river’s ~~l~~icense; Agricultural Pest Control Advisor’s License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable. Certified Park and Recreation Professional (CPRP) as granted by the National Recreation and Park Association (NRPA) is preferred. CPR and First Aid Certification required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

- Knowledge of relevant parks and recreation program administration, organization, management and planning theories, policies, practices, and techniques; related public and business administration principles and practices relative to financial management and customer-focused program development and administration.
- ~~Knowledge of the full range of supervisory principles and practices, labor relations and personnel management.~~
- Knowledge of and ability to use computer software applicable to the duties of the position.
- Knowledge of budgetary principles and procedures.
- Knowledge of relevant State and Federal laws, rules, and regulations.
- Ability to manage a wide variety of parks programs, activities, and facilities.
- Ability to develop and maintain effective division policies, practices, and standards within public policy parameters.
- Ability to oversee the implementation of effective business procedures in enterprise operations.
- Ability to provide policy-level consultation on District Parks matters.

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- Ability to exercise considerable judgment in planning for future parks development.
- Ability to prepare, administer, and monitor the division budget.
- Ability to work with a high degree of independence.
- Ability to hire, train, assign, evaluate, and discipline employees. Ability to manage personnel both directly and through subordinate supervisors. Ability to organize, direct, coordinate, evaluate, and control the activities of clerical, technical and professional employees.
- Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues.
- Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials, and the public. Ability to prepare and present persuasive written and oral reports and recommendations. Ability to communicate effectively both orally and in writing and to speak persuasively before diverse groups. Ability to attend meetings and other functions during the evening and/or on weekends.
- Ability to maintain adequate attendance.

Commented [MO1]: Why is this only in this job description?

Commented [KD2R1]: It really shouldn't be in any of them, it's in our personnel policy

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand; sit; twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

The work is categorized as heavy. Additionally, the following physical abilities are required:

Commented [MO3]: This position shouldn't be doing the day to day in the field..is this marked heavy as they could perform this skills and if so is there a percentage of time?

Commented [KD4R3]: I changed the category to medium

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl for prolonged periods of time; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; prolonged periods of time.
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Commented [MO5]: Again 50 lbs. frequently doesn't seem correct for this position.

- ~~Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.~~
- ~~Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.~~
- ~~Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.~~
- ~~Environmental: frequent exposure to noise, exposure to potentially hazardous to potentially hazardous chemicals, heat, cold, and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust, dust, and air contaminants.~~

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. May ~~be required to work overtime, or overtime or~~ be required to adjust schedule due to special events.

Commented [MO6]: Exempt position so there is no overtime.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PARK SUPERVISOR

Department: Park Division

Pay Grade: F107

FLSA Status: Exempt

JOB SUMMARY

Under general direction, plans, organizes, coordinates, directs and participates in the maintenance, construction and repair of park, recreation, and public facility landscapes, maintaining buildings, structures, and facilities. Performs contract administration for contractual parks and facilities. Assists in the preparation and administration of budgets; ensures safe work practices, work quality and accuracy; prepares, supervises, and maintains work records and reports; serves as a technical resource for assigned personnel.

ESSENTIAL JOB FUNCTIONS

- Plan, prioritize, assign, supervise, and review the work of crews/contractors involved in grounds, facilities and aquatic center equipment maintenance and repair.
- Coordinate, oversee and supervise the planning, design, and impact of new construction, park improvements, and alterations and interpreting building plans and specifications of all District parks, and facilities.
- Assist in budget preparation and resource allocation of equipment and materials based on maintenance and safety standards and user needs.
- Ensure that employees are thoroughly trained in all phases of their jobs. Monitor and provide statistics on staff productivity.
- Administer and monitor contract performance.
- Evaluate requests for proposal (RFP) and/or quotations, including assisting in the preparation of RFP's, evaluating, and negotiating proposals and/or quotations.
- Negotiate contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.
- Monitors contract performance and assures compliance to contract requirements.

- Maintain accurate records for time, material, and equipment use.
- Develop and implement staff and equipment deployment schedules to maximize effectiveness.
- Participate in the selection of division staff and volunteers; provide or coordinate staff training; work with employees to improve performance or take corrective action and implement discipline procedures in accordance with District policy.
- Respond to user's concerns, problems, or complaints in a timely manner, maintaining a customer service philosophy that is responsive and strives to improve park safety, security, and accessibility.
- Maintain a visible profile in the community and with employees, through field visits and inspection of parks, grounds, facilities, and equipment, noting needs for maintenance and repairs. Observe the work of ~~erews,crews~~ while in progress and provide technical advice and assistance as needed.
- Supervise and train staff in the safe application and use of equipment, pesticides, and fertilizers per federal, state, and local laws and mandates.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Must have a ~~n associate -high school diploma or general education degree (GED); Bachelors of Arts degree -preferred~~ in ornamental horticulture, landscape architecture, park maintenance, natural resources, soils or related field; plus a minimum ~~of fourive (45)~~ years ~~of 2-~~experience or specialized training in horticulture, turf management, facilities management; ~~and must possess a minimum of three (3) years' experience negotiating contracts and purchase orders for price, delivery requirements, payment terms and warranty -preferred; and four years supervisory level responsibilities.~~

Special Qualifications:

Position requires above average amount of driving, therefore, must possess a valid California Class C ~~d~~Driver's ~~l~~License and maintain a clean California Department ~~of~~ Motor Vehicle record. Will drive a District vehicle in the course of job duties and must be able to drive both automatic and manual transmission vehicles. ~~This p~~Position involves driving to various District locations during the course of work and drive to events as a representative of the District. Ability to obtain a CDPR Pesticide Applicator's Certificate, Landscape Maintenance Category within one year of appointment. Ability to obtain an Aquatic Facility Operator's certification within two years of appointment. CPR and First Aid Certification required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

- ~~Thorough to comprehensive -K~~knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs; types and levels of maintenance and repair activities generally

performed in a maintenance, repair and operation program for 1) horticultural and park grounds, 2) an aquatic center maintenance, 3) a quality facilities maintenance and repair program, and 4) contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.

- ~~Working to considerable knowledge of:~~ proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation, and maintenance of a variety of power tools and equipment; safe work practices.
- Knowledge of principles of supervision, employee motivation, training, and performance evaluation; common office practices; basic office equipment.
- ~~Thorough to comprehensive ability to:~~ supervise others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.
- ~~Considerable to thorough knowledge of: principles of supervision, employee motivation, training, and performance evaluation; common office practices; basic office equipment.~~

PHYSICAL DEMANDS

The work is categorized as heavy. ——— Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, walk, bend; reach, push and pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl for prolonged periods of time; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle. ~~prolonged periods of time~~
- Lifting: frequently up to 50 pounds; occasionally up to 100 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision. close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Dexterity: frequent use of hands to finger, handle, or feel; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise, exposure ~~to potentially hazardous to~~ potentially hazardous chemicals, heat, cold, and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust, and air contaminants.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to **the** risk of electrical shock. The noise level in the work environment is usually loud. May be required to ~~work overtime, or overtime or be required to~~ adjust schedule due to special events.

Commented [MO1]: Exempt position so there is no overtime.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

DEVELOPMENT ANALYST

Department: Recreation

Pay Grade: F107

FLSA Status: Exempt

JOB SUMMARY

Under general supervision, performs a variety of complex and responsible administrative duties in the areas of fund development and communications. Primary responsibilities are to provide leadership oversight and strategy in three areas: Major Gifts and Advancement, Corporate Relations, and Research and Grant Management. Implements marketing, sales, and revenue development strategies to meet the current and future financial needs of the Pleasant Valley Recreation and Park District. Applies strong leadership vision, creativity and focus to the task of identifying additional sustainable revenue streams. Evaluates and enhances existing resource development and fundraising activities, recommends enhancements to current systems, processes, and structure, and collaborates with department leaders to maximize major gifts, corporate relations, and grant revenue.

ESSENTIAL JOB FUNCTIONS

- Develop ~~and~~ manage District marketing strategies and promotional campaigns that build sustainable revenue for the District. This position must collaborate closely with the Foundation for Pleasant Valley Recreation and Parks to coordinate a District-wide understanding of mutual marketing and advertising goals and expectations.
- Align sales and marketing strategy with District-wide planning and business planning efforts.
- Lead and plan the work of sales and marketing staff to effectively plan, organize and implement revenue strategies that include market segment profiles, perceptions of District value propositions, and long and ~~short term~~ short-term programs and campaigns designed to improve and/or maintain market perceptions.
- Stimulate public interest and patronage of District facilities, programs, and events.

- Provide oversight and guidance to effectively manage the District's collaborations and relationships with supporting non-profits, and guide strategy for increasing the return on investment from gifting programs, fulfillment, grants, planned giving and individual giving activities.
- Establish an effective community-based marketing corporate relations program that includes the cultivation of positive relationships with business and industry that heighten interest in their financial support of the District and Foundation.
- Build collaborative relationships and maintain communication to develop an understanding of the operational needs and expectations of key departments, the District's role in the community at large, and the goals of the individual program areas.
- Develop and lead the fund development and marketing strategies to meet the goals and objectives of both the District as well as the Foundation.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow the donor program including identification, cultivation, and solicitation of donors.
- Recruit volunteers through public appearances and community-based marketing.
- Maintain gift and/or donor-based database, tracking system, and recognition program.
- Participate as a board member or District Liaison to the Foundation for Pleasant Valley Recreation and Parks board. May be elected or assigned administrative duties from the District's Foundation.
- Make public appearances/accept speaking engagements to share information about the District and Foundation.
- Support website maintenance and management, update regularly with relevant promotions and events.
- Manage social media systems and postings for the Foundation and District.
- Oversee grants including research, proposal writing, and reporting requirements.
- Perform s other related duties as assigned.

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QUALIFICATIONS

Education and Experience:

Bachelor's Degree in Business Bachelor's degree in business, aAdvertising, cCommunications, fFund dDevelopment or related field with minimum of two~~four~~ (24) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

Special Qualifications:

Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

Updated: 10/2023

- ~~Working to considerable K~~ knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing.
- ~~Thorough K~~ knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance, and disposition of official records.
- ~~Thorough S~~ skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.
- ~~Working to considerable A~~ ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public, and donors.
- ~~Knowledge of fundraising principles, techniques, and best practices as well as familiarity with relevant laws and regulations governing charitable contributions.~~
- ~~Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.~~
- ~~Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.~~

PHYSICAL DEMANDS

The work is categorized as light. Additionally, the following physical abilities are required:

- Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting.
- Lifting: frequently up to 10 pounds; occasionally up to 25 pounds.
- Vision: constant use of overall vision, frequent reading, and close-up work; occasional color and depth vision.
- Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching.
- Hearing/Talking: frequent hearing and talking, in person and on the phone.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to noise.

WORK ENVIRONMENT

Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multitask. Positions may require occasional weeknights and weekends or schedule adjustments due to special events and/or meetings.

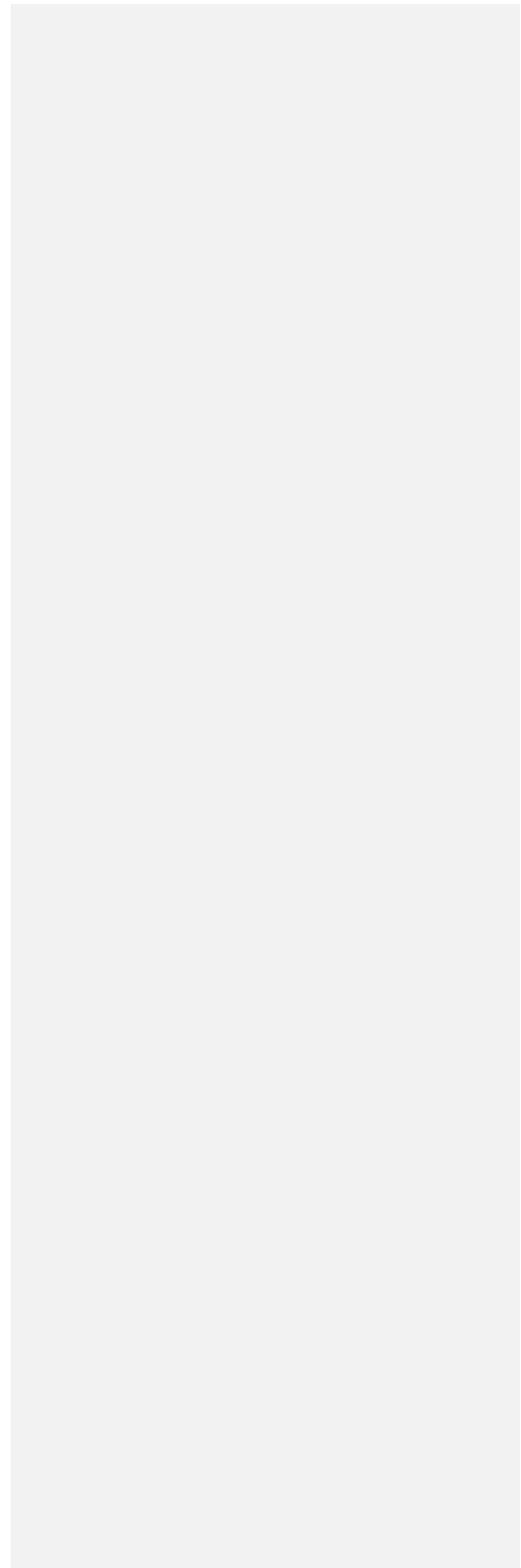
Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date





Pleasant Valley Recreation and Park District Job Description

Job Title: Mechanic
Department: Park Division
Reports To: Park Supervisor
FLSA Status: Non-exempt

Category: Staff
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Performs maintenance and repair services on District vehicles and equipment; to maintain and repair gasoline and diesel powered automotive, heavy and light construction, and other power driven equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Perform skilled maintenance and repair duties involving repairs to gasoline and diesel powered automotive, heavy and light construction, and other power driven equipment.
- Inspect, diagnose and locate mechanical difficulties on a variety of gasoline or diesel powered District vehicles and equipment, using state of the art electronic equipment.
- Diagnose, maintain and repair electrical systems components, ignition systems, computers, alternators, high voltage power generators, starters and batteries.
- Diagnose, maintain, repair and recondition hydraulic systems; diagnose and repair front and rear drive axles, drive train components, belts, gears, chain drives and propeller shafts.
- Replace or repair faulty parts including wheel bearings, clutches, oil seals, shock absorbers, exhaust systems, steering mechanisms, and related parts and equipment.
- Tune up engines by replacing ignition parts and reconditioning and adjusting carburetors, throttle body and port fuel injection systems and propane fuel systems; repair and maintain emission control and alternative fuel systems.
- Diagnose, repair and/or replace components including generators, distributors, relays, lights, switches, and high voltage light systems; repair, adjust and replace brake systems including wheel cylinders, masters cylinders, disc pads, machine drums and rotors, hydraulic and air brakes.
- Weld, fabricate and assemble parts and equipment for District automotive and heavy equipment; fabricate and modify tools as needed.
- Repair chain saws, weed eaters, trimmers, blowers, edgers, and pressure washers.
- Assist in the purchasing of equipment maintenance parts and materials.
- Respond to mechanical field emergencies as needed.
- Documents parts used and labor for each work order to ensure the respective District department receives an accurate billing.
- Accurately determine mechanical repair needs and estimate the cost and time of repairs.
- May supervise or lead a crew.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of: methods, practices, materials, and tools used in the major repair and maintenance of automotive and construction equipment; machine shop tools and their use; various types of gasoline and diesel powered stationary and automotive engines and drive trains; principles and techniques used in the service and repair of air brakes; vehicular and equipment hydraulic systems; vehicular electronics and electrical systems; and the use and operation of test and repair equipment.
- Basic/intermediate knowledge of: mechanical principles and practices of automotive repairs and preventive maintenance; use of tools and equipment used to make mechanical repairs, and shop safe work practices.



Pleasant Valley Recreation and Park District Job Description

- Ability to: operate mechanical testing and repair devices; estimate time and materials needed to complete a job; read electrical and mechanical diagrams; diagnose and repair defective vehicular equipment; maintain accurate records; follow written and verbal instructions; learn more advanced electronic diagnostic methods and equipment; expand knowledge of an automated record keeping system; follow instructions; follow safe work practices; improve gas and arc welding skills; use a fleet data management system using a hand held device and desktop computer.

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED); and completion of a vocational certificate program and/or Associates Degree in automotive technology with three (3) years' work experience; or five (5) years' work experience in vehicle and motorized equipment repair and maintenance; or equivalent combination of education and experience. College courses in mechanics or related areas are highly desirable. Relevant college level courses or Certified Mechanic Certification may substitute for up to one year of experience; or equivalent combination of education and experience. Possession of or ability to obtain an appropriate smog check mechanic license, a Master Automotive Technician Certificate in the following areas: brakes, suspension and steering, electrical/electronic systems, manual drive train and axles within one year of employment. Certifications in engine repair and heating and air conditioning are required within two years of employment.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Park Maintenance Lead Worker
Division: Park Division
Reports To: Park Supervisor
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: April 2015
Approved By: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision, provides lead support to Park Supervisor, directs and assists subordinate personnel in performing skilled activities of grounds landscaping, maintenance and facility maintenance in accordance with District policies and procedures; receives only occasional instruction or assistance as new or unusual situations arise; ensures that daily workload and preventive maintenance of properties owned by the District are carried out. This is the lead supervisory class within the Grounds Maintenance Worker series. Employees within this class are distinguished from the Grounds Maintenance II Worker by the performance of the full range of duties as assigned in addition to performing lead supervisory responsibilities for an assigned crew.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes but are not limited to the following:

- Lead, plan, train, and review the work of a crew responsible for maintaining park grounds and recreational facilities.
- Supervise the use of and operate a variety of tools and equipment; perform general maintenance duties including refueling, changing oil, and lubricating parts, make minor adjustments and conduct equipment inspections as necessary.
- Plan, direct, and participate in a variety of plant maintenance and landscape duties including trimming shrubs, pulling weeds, mowing and edging lawns, raking recreation areas, watering the plants and sweeping.
- Oversee and schedule the maintenance and installation of park irrigation systems.
- Oversee the application of herbicides, pesticides and fertilizers; ensure compliance with the established safety procedures.
- Oversee the inspection and ensure the safety of various park facilities including, playgrounds, soccer fields, buildings, tennis courts, and ball fields.
- Verify the work of assigned employees for the accuracy, proper work method techniques, and compliance with the safety standards.
- Issue supplies for park facilities and ground maintenance, requisition maintenance materials and supplies as necessary.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment.
- Prepare park facilities for special events including parades and recreation-sponsored events.
- Estimate time, materials, and equipment required for jobs assigned; requisition materials as required.
- Participate in setting forms, mixing, pouring, and finishing concrete.
- Participate in the installation and maintenance of irrigation systems.
- Oversee, participate, and schedule the custodial care and upkeep of District buildings.
- Oversee, participate, and schedule recreational set-up and takedown schedules.
- May be required to work weekends and or nights.
- Perform related duties and responsibilities as required.

QUALIFICATIONS: To perform this job successfully, and individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs.



Pleasant Valley Recreation and Park District Job Description

- Working to considerable knowledge of: proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation and maintenance of a variety of power tools and equipment; safe work practices.
- Thorough to comprehensive ability to: perform and lead others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION and/or EXPERIENCE: High school diploma or General Education Degree (GED). Four (4) years of increasingly responsible experience maintaining park grounds and recreational facilities including one (1) year of supervisory responsibility or any combination of education and experience. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

LICENSE OR CERTIFICATE: Position will require daily access to a vehicle and must possess a valid California driver's license. Must possess at least four (4) of the following licenses/certificates:

1. Pesticide license
2. Playground Safety certification
3. Back Flow license
4. Class "A" license
5. Aquatic Facility Operator (AFO) certification
6. Certified Pool or Spa Operator (CPO) certification
7. Tree Worker or Arborist Certification by the International Society of Arboriculture (ISA)
8. Irrigation certification
9. Horticulture certification
10. Small Engine Repair
11. Heating Ventilation and Air Conditioning (HVAC)

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work



Pleasant Valley Recreation and Park District Job Description

environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Aquatic Center Assistant Manager
Department: Recreation
Reports To: Recreation Supervisor or as assigned
FLSA Status: Non-Exempt

Category: Staff
Prepared Date: June 2022
Approved by: Board of Directors
Approved Date: July 6, 2022

SUMMARY: Under general supervision, this position performs a variety of complex and responsible aquatic and administrative duties to assist management and operation of a fast paced, indoor aquatic center in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus on high quality customer service, in depth knowledge of aquatics and overall facility management and operation. Position will require some holiday, evening and/or weekend work assignments. Performs additional duties as assigned:

- May open, close, secure, and maintain a safe program environment and facility that align with District rules and regulations
- Develop, conduct, promote, supervise, and participate in various aquatic activities, programs, and rentals to include use of equipment, and District reports
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance
- Demonstrate continuous effort to improve operations, streamline work processes within the aquatic center and other departments
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Will support with marketing/programming material for the Aquatic Center
- Serve as lead support for aquatic staff to include scheduling management, in-service trainings, and lifeguard/programming support.
- Respond to injuries, and preform water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.

EDUCATION and/or EXPERIENCE: A High School Diploma or GED with minimum of two years of lifeguard experience, or equivalent combination of education and experience. Previous supervisory, facility management, or college coursework highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: American Red Cross certifications: Lifeguard, First Aid and CPR for the Professional Rescuer with Title 22 required and obtain Water Safety Instructor (WSI) certification within 12 months of employment; American Red Cross Lifeguard Instructor certification, Certified Pool Operator or Aquatic Facility Operator desirable. Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District.



Pleasant Valley Recreation and Park District Job Description

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell; climb and balance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.



Pleasant Valley Recreation and Park District Job Description

Job Title: _____ Aquatic Center Assistant Manager
Department: _____ Recreation
Reports To: _____ Recreation Supervisor or as assigned
FLSA Status: _____ Non-Exempt

Category: _____ Staff
Prepared Date: ~~February 2019~~
Approved by: Board of Directors
Approved Date: ~~March 6, 2019~~

SUMMARY: Under general supervision, this position performs a variety of complex and responsible aquatic and administrative duties to assist management and operation of a fast paced, indoor aquatic center in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus on high quality customer service, in depth knowledge of aquatics and overall facility management and operation. Position will require some holiday, evening and/or weekend work assignments. Performs additional duties as assigned:

- May open, close, secure, and maintain a safe program environment and facility that align with District rules and regulations
- Develop, conduct, promote, supervise, and participate in various aquatic activities, programs, and rentals to include use of equipment, and District reports
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance
- Demonstrate continuous effort to improve operations, streamline work processes within the aquatic center and other departments
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Will support with marketing/programming material for the Aquatic Center
- Serve as lead support for aquatic staff to include scheduling management, in-service trainings, and lifeguard/programming support.
- Respond to injuries, and perform water rescues by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment in addition to cleaning and stocking facilities
- ~~Represent self, District and Aquatic Center in a professional manner.~~
- ~~Possess excellent oral and written communication skills.~~
- ~~Possess strong math skills with the ability to apply basic addition and subtraction as well as calculate figures and amounts such as percentages, discounts, and fractions with a high degree of accuracy and detail.~~
- ~~Possess excellent cash handling skills to prepare and complete daily cash report and deliver money to bank.~~
- ~~Accurately check biweekly timecards for aquatic staff and submit to supervisor.~~
- ~~Plan, coordinate and conduct staff trainings and in-services to a team of 25-50 lifeguards in coordination with the Recreation Supervisor.~~
- ~~Prepare and review weekly employee schedules using online scheduling system.~~
- ~~Manage overall operation of aquatic center, staff, daily activities and programs.~~
- ~~Organize and manage large year-round comprehensive swim lesson program.~~
- ~~In coordination with Recreation Supervisor – plan, develop and conduct a variety of aquatic-related activities, programs, classes and events.~~
- ~~Schedule and arrange facility activities, rentals, maintain records, prepare invoices, prepare and submit program evaluations and department reports.~~
- ~~Prepare a variety of brochures, calendars, posters, flyers and related communication material to market District programs.~~
- ~~Assist with reviewing and proofing the District Activity Guide, website, brochures and other related material.~~



Pleasant Valley Recreation and Park District Job Description

- ~~Ensure the application of and compliance with established District Policies and Procedures.~~
- ~~Observes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.~~
- ~~Maintain an open and effective system of communication throughout the Aquatics Division and other divisions within the Recreation Services Department.~~
- ~~Successfully and accurately learn and use District online registration system.~~
- ~~Work cohesively with other Departments within the Pleasant Valley Recreation and Park District.~~
- ~~Perform a variety of miscellaneous duties such as answering phones, typing correspondence, data entry, picking up supplies needed for activities, collecting fees, Lifeguard and teach swim lessons when needed.~~
- ~~Perform other duties as assigned.~~

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.

EDUCATION and/or EXPERIENCE: A High School Diploma or GED with minimum of two years of lifeguard experience, or equivalent combination of education and experience. Previous supervisory, facility management, or college coursework highly desirable.

CERTIFICATES, LICENSES, REGISTRATIONS: American Red Cross certifications: Lifeguard, First Aid and CPR for the Professional Rescuer with Title 22 required and obtain Water Safety Instructor (WSI) certification within 12 months of employment; American Red Cross Lifeguard Instructor certification, Certified Pool Operator or Aquatic Facility Operator desirable. Position requires some amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid Driver's License with a clean California Department Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; talk or hear and taste or smell; climb and balance.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Works inside and outside in seasonal climate and weather conditions; works on slippery surfaces, where water and swimming pool chemicals are frequently encountered; may drive a vehicle to different locations; works irregular schedules including evenings, weekends, and holidays; and subject to emergency situations.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Park Supervisor	Category:	Management
Department:	Parks	Prepared Date:	April 2015
Reports To:	Park Superintendent	Approved by:	Board of Directors
FLSA Status:	Exempt	Approved Date:	July 1, 2015

SUMMARY: Under general direction, plans, organizes, coordinates, directs and participates in the maintenance, construction and repair of park, recreation and public facility landscapes, maintaining buildings, structures and facilities. Performs contract administration for contractual parks and facilities. Assists in the preparation and administration of budgets; ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Plan, prioritize, assign, supervise and review the work of crews/contractors involved in grounds, facilities and aquatic center equipment maintenance and repair.
- Assist in budget preparation and resource allocation of equipment and materials based on maintenance and safety standards and user needs.
- Ensure that employees are thoroughly trained in all phases of their jobs. Monitor and provide statistics on staff productivity.
- Administer and monitor contract performance.
- Evaluate requests for proposal (RFP) and/or quotations, including assisting in the preparation of RFP's, evaluating and negotiating proposals and/or quotations.
- Negotiate contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.
- Monitors contract performance and assures compliance to contract requirements.
- Maintain accurate records for time, material and equipment use.
- Develop and implement staff and equipment deployment schedules to maximize effectiveness.
- Participate in the selection of division staff and volunteers; provide or coordinate staff training; work with employees to improve performance or take corrective action and implement discipline procedures in accordance with District policy.
- Respond to user's concerns, problems or complaints in a timely manner, maintaining a customer service philosophy that is responsive and strives to improve park safety, security and accessibility.
- Maintain a visible profile in the community and with employees, through field visits and inspection of parks, grounds, facilities and equipment, noting needs for maintenance and repairs. Observe the work of crews, while in progress and provide technical advice and assistance as needed.
- Supervise and train staff in the safe application and use of equipment, pesticides, and fertilizers per federal, state and local laws and mandates.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of a grounds and recreation facilities maintenance program; principles and practices of facilities and grounds maintenance activities; current irrigation system operation and repair techniques; proper watering techniques as applied to individual plant life; principles and practices of plant maintenance including the pruning and trimming of a variety of shrubs; types and levels of maintenance and repair activities generally performed in a maintenance, repair and operation program for 1) horticultural and park grounds, 2) an aquatic center maintenance, 3) a quality facilities maintenance and repair program, and 4) contracts and purchase orders for price, delivery requirements, payment terms, warranty, etc.



Pleasant Valley Recreation and Park District Job Description

- Working to considerable knowledge of: proper uses and methods of a variety of tools and equipment used in facility and grounds maintenance; care, operation and maintenance of a variety of power tools and equipment; safe work practices.
- Thorough to comprehensive ability to: supervise others involved in facilities maintenance and grounds keeping; understand and follow oral and written instructions; communicate clearly and concisely, both orally and in writing; work independently in the absence of supervision; establish and maintain effective working relationships with those contacted in the course of work.
- Considerable to thorough knowledge of: principles of supervision, employee motivation, training, and performance evaluation; common office practices; basic office equipment.

EDUCATION and/or EXPERIENCE: Must have a high school diploma or general education degree (GED); Bachelors of Arts degree preferred in ornamental horticulture, landscape architecture, park maintenance, natural resources, soils or related field; plus a minimum five (5) years' experience or specialized training in horticulture, turf management, facilities management; and must possess a minimum of three (3) years' experience negotiating contracts and purchase orders for price, delivery requirements, payment terms and warranty; and four years supervisory level responsibilities.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California Class C Driver's License and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties and must be able to drive both automatic and manual transmission vehicles. Position involves driving to various District locations during the course of work and drive to events as a representative of the District. Ability to obtain a CDPR Pesticide Applicator's Certificate, Landscape Maintenance Category within one year of appointment. Ability to obtain an Aquatic Facility Operator's certification within two years of appointment. CPR and First Aid Certification required no later than six (6) months after employment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Park Ranger
Department: Parks
Reports To: Park Superintendent
FLSA Status: Non-exempt

Location: All District Parks and Facilities
Prepared Date: April 2016
Approved by: Board of Directors
Approved Date: April 6, 2016

SUMMARY: Patrol and police parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Responsible for compliance with security policies and procedures. In conjunction with the Park Superintendent, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes.
- Establish and maintain an open and effective system of communication throughout the organization.
- Ensure that appropriate image and approach are being consistently exercised within the Division.
- Assists in providing information to the general public; answers inquiries and complaints concerning park conditions, operations and maintenance.
- Explains and interprets rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensures compliance with those rules and regulations.
- Provides crowd control and enforces safety at special events.
- Protects park patrons and park employees against unruly elements.
- Provides assistance in emergencies enforces safety and precautions and administers first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Checks security of buildings against fire, vandalism, damage and theft.
- Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries and hazardous conditions.
- Works with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrols assigned areas.
- Patrols areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors.
- Keeps a record of patrol time and activities and prepares reports.
- Obeys and properly executes orders issued by Superintendent.
- Under supervision, issues warnings and citations for appropriate ordinances.
- Compliance of park regulations and if needed, utilizes law enforcement agencies to achieve compliance.
- Administers emergency first aid to sick or injured park visitors.
- Issues warnings and/or citations, when necessary, to patrons who violate District rules.
- May be mobilized in the event of a disaster.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate of Science Degree with work in natural resources or closely related field; one year experience; or two years related experience and/or training; or equivalent combination of education and experience.



Pleasant Valley Recreation and Park District Job Description

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid Driver's License and maintain a clean Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required. Must possess a current and valid AB832 Certificate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Park Superintendent	Category:	Management
Department:	Parks	Prepared Date:	April 2006
Reports To:	General Manager	Approved by:	Board of Directors
FLSA Status:	Exempt	Approved Date:	July 1, 2015

SUMMARY: Under general direction, plan, organize, direct and manage operations maintenance and construction of park facilities and open space areas; provide administrative and technical direction to staff, in accordance with District policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Plans, directs and coordinates the alteration, repair, and maintenance of buildings, grounds, open space operations and the enforcement of District ordinances.
- Develops and recommends long-range operations and maintenance programs.
- Analyzes and determines future materials and human resource needs for capital projects and determines types, methods and cost of repairs to existing sites.
- Makes recommendations for building or repair projects and coordinates the implementation of new construction or park improvement projects, interpreting building plans and specifications to do so.
- Prepares annual budget, requests for the funding of buildings and grounds maintenance, and controls expenditures.
- Maintain records of work requests, projects scheduled and all phases of project work.
- Conducts periodic inspections of facilities and reviews the work of employees for the compliance with District standards.
- Receives, stores, and disposes of excess and/or unserviceable property pursuant to District policies and procedures.
- Selects, supervises, trains and evaluates employees.
- Recommend and implement District's customer service ethic, and changes to District policy and procedures.
- Resolves citizen and other agency complaints and issues.
- Maintain records of work requests, projects scheduled and all phases of project work.
- May be asked to negotiate union contracts.
- Will be responsible for Parks Department RFP's.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Thorough knowledge of: relevant parks and recreation program administration, organization, management and planning theories, policies, practices and techniques; related public and business administration principles and practices relative to financial management and customer-focused program development and administration.
- Thorough knowledge of the full range of supervisory principles and practices, labor relations and personnel management.
- Thorough knowledge of and ability to use computer software applicable to the duties of the position.
- Working knowledge of budgetary principles and procedures.
- Working knowledge of relevant State and Federal laws, rules and regulations.
- Ability to manage a wide variety of parks programs, activities and facilities.
- Ability to develop and maintain effective division policies, practices, and standards within public policy parameters.
- Ability to oversee the implementation of effective business procedures in enterprise operations.
- Ability to provide policy-level consultation on District Parks matters. Ability to exercise considerable judgment in planning for future parks development.



Pleasant Valley Recreation and Park District Job Description

- Ability to prepare, administer, and monitor the division budget. Ability to work with a high degree of independence.
- Ability to hire, train, assign, evaluate and discipline employees. Ability to manage personnel both directly and through subordinate supervisors. Ability to organize, direct, coordinate, evaluate and control the activities of clerical, technical and professional employees. Ability to establish and maintain effective working and public relationships and to represent Parks interests in a wide variety of venues.
- Ability to effectively develop and communicate technical recommendations to Boards, Commissions, elected officials, other governmental officials and the public. Ability to prepare and present persuasive written and oral reports and recommendations. Ability to communicate effectively both orally and in writing and to speak persuasively before diverse groups. Ability to attend meetings and other functions during the evening and/or on weekends.
- Ability to maintain adequate attendance.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Park Administration, Ornamental Horticulture, Landscape Architecture or related field, five (5) years of increasingly responsible experience in landscape and building maintenance or crafts work including at least three (3) years of supervisory experience; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License; Agricultural Pest Control Advisor's License, Certified Arborist, Irrigation Auditor Certificate, and Playground Safety Inspector Certificate are desirable. CPR and First Aid Certification required no later than six (6) months after employment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Lead Park Ranger
Department: Parks
Reports To: Park Services Manager
FLSA Status: Non-exempt

Location: All District Parks and Facilities
Prepared Date: May 2016
Approved by: Board of Directors
Approved Date: June 2016

SUMMARY: Under general supervision, provides lead support to the Park Services Manager, directs and assists subordinate personnel in performing Patrol and monitor parks and facilities under the jurisdiction of the Pleasant Valley Recreation and Park District.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Lead, plan, train and review the work of subordinate personnel.
- Assists and adds input to the evaluations of employee's in the Park Ranger classification.
- Provides lead supervision to the Park Patrol/Rangers including preparing work schedules.
- Responsible for compliance with Ordinance 8, District policies and procedures. In conjunction with the Park Services Manager, in reference to responsibility of the security and safety within the Park Patrol Program ability to analyze security and safety practices and procedures and to alert staff of any changes.
- Establish and maintain an open and effective system of communication throughout the organization.
- Ensure that appropriate image and approach are being consistently exercised within the Division.
- Assists in providing information to the general public; answers inquiries and complaints concerning park conditions, operations and maintenance.
- Explains and interprets rules and other applicable regulations to patrons of the District's park and recreational facilities; and ensures compliance with those rules and regulations.
- Provides crowd control and enforces safety at special events.
- Protects park patrons and park employees against unruly elements.
- Provides assistance in emergencies enforces safety and precautions and administers first aid when necessary.
- Ensure adherence to parking rules within the parks and facilities.
- Checks security of buildings against fire, vandalism, damage and theft.
- Investigates and takes the necessary action on disturbances, violations of park rules and other applicable regulations, and investigates accidents and injuries and hazardous conditions.
- Works with other law enforcement agencies where a situation is beyond the Park Patrol's control or expertise (i.e., drug violations), and works with police agencies in other areas of law enforcement that occur in the parks and facilities where assistance is required.
- Patrols assigned areas.
- Patrols areas on foot or in a patrol vehicle to promote an orderly and congenial atmosphere among park visitors.
- Keeps a record of patrol time and activities and prepares reports.
- Obeys and properly executes orders issued by Superintendent.
- Under supervision, issues warnings and citations for appropriate ordinances.
- Compliance of park regulations and if needed, utilizes law enforcement agencies to achieve compliance.
- Administers emergency first aid to sick or injured park visitors.
- Issues warnings and/or citations, when necessary, to patrons who violate District rules.
- May be mobilized in the event of a disaster.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



Pleasant Valley Recreation and Park District Job Description

- Thorough knowledge of: standards and methods for operating public facilities and their appurtenances; laws, ordinances, rules and regulations pertaining to park operations; basic safety, first aid, and lifesaving techniques; basic law enforcement techniques; specialized equipment and its uses.
- Working ability to: plan, schedule and direct the work of others; effectively train subordinate personnel; make decisions quickly and independently in emergency situations; establish and maintain effective working relationships with fellow employees and the public; perform with maximum exertion in an emergency.

EDUCATION and/or EXPERIENCE: Associate of Science Degree with work in natural resources or closely related field; three years of parks or law enforcement related experience and/or training including lead or supervisory experience; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid Driver's License and maintain a clean Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required. Must possess a current and valid AB832 Certificate.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title: Landscape/Custodian I/II
Department: Park Division
Reports To: Crew Leader/Grounds/Fac II
FLSA Status: Non-exempt

Location: All District Parks and Facilities
Prepared Date: November 2016
Approved by: Board
Approved Date: January 4, 2017

SUMMARY: Under direct supervision, performs routine labor including general maintenance of parks, landscape, irrigation systems, vehicles, equipment, pool and buildings. Performs a variety of cleaning activities in District buildings and facilities; sets up rooms for meetings and special events; and performs a variety of related routine tasks as assigned. This is an entry-level part-time classification in the Grounds/Facilities series. Receives day-to-day direction from Park Maintenance Lead Worker and/or Grounds/Facilities II.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Performs other duties as assigned.

- Performs general grounds and landscape maintenance functions such as mowing, edging, watering, weeding, and raking; maintains flowers and shrubs.
- Works weekends, evenings, holidays, special events as assigned; opening and closing facilities as needed.
- Drives light trucks and operates light motorized equipment as required.
- Perform minor adjustments and repairs of non-motorized tools and equipment
- Maintain the cleanliness of assigned District buildings; empty trash receptacles; dust and clean offices, clean interior and exterior windows and glass doors; disinfect and clean restroom areas; sweep, scrub and vacuum floors; set up and break down various picnic, park, and classroom facilities.
- Performs routine maintenance on park facilities; including touch-up painting, minor carpentry, plumbing and other repair activity.
- Report or assist in repair of various park facilities including playgrounds, soccer fields, buildings, tennis courts and ball fields.
- Maintain and prepare ball fields which may include dragging; cleaning base pegs and attaching bases.
- Picks up litter and trash from grounds and performs other housekeeping duties including but not limited to sidewalks, parks, dugouts, and bleacher areas; inspect, maintain and clean restrooms.

QUALIFICATIONS:

- Basic knowledge of: the tools, materials, and equipment used in the landscape maintenance and custodial trade; the proper operation of light gas powered equipment normally associated with maintenance activities; common landscaping and gardening tools and equipment.
- Basic ability to: perform plant care and construction activities; perform strenuous manual labor, follow oral and written instructions; establish and maintain effective working relationships with others.

EDUCATION and/or EXPERIENCE:

Level I – Must have completed three years of High School. Minimum experience required.

Level II – Must be 18 years of age with a high school diploma or general education degree (GED). Any combination of education and/or experience which provides the knowledge and the ability to use tools basic to landscaping and maintenance.

OTHER SKILLS AND ABILITIES: Must be able to operate automobiles with either an automatic or manual transmission. Establish and maintain effective working relations with others; and ability to work hours as assigned. Ability to be self-motivated, work independently and manage time well.

CERTIFICATES, LICENSES, REGISTRATIONS: Employees age 18 and over must possess a valid California driver's license, employees under the age of 18 will not drive or operate District vehicles. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.



Pleasant Valley Recreation and Park District Job Description

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title: Irrigation Specialist
Department: Park Division
Reports To: Park Supervisor
FLSA Status: Non-exempt

Category: Staff
Prepared Date: April 2015
Approved by: Board of Directors
Approved Date: July 1, 2015

SUMMARY: Under general supervision performs semi-skilled and skilled work in the installation, maintenance and repair of a variety of automatic and manual irrigation systems. Responsible for installing and testing Backflow Prevention Devices as required. Incumbent may be required to work stand-by on a rotational basis and report to work on a callback basis as needed. Standby assignment is at the discretion of the Division Head.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Installs, maintains and repairs automatic and manual irrigation systems.
- Maintains and repairs decorative fountains, drinking fountains and associated pumps, motors and filters.
- Inspects new and proposed park and facility developments to ensure proper layout of irrigation system; as required make recommendations to Park Supervisor and /or Park Superintendent for modifications and/or changes.
- Performs maintenance and repair on sprinkler heads, valves and related equipment.
- Maintains and conducts minor repair on electronic controller boxes to ensure proper functioning; may be required to lay conduit and connect wiring from main source to controller.
- Maintains tools and equipment as required.
- Operates mechanical and manual equipment incidental to the installation and maintenance of irrigation systems.
- May perform the duties of those listed in the Grounds/Facilities series.
- Related duties as required.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of: principles and procedures of plumbing and irrigation systems; care, operation, and maintenance of a variety of power tools and equipment; occupational hazards and standard safety practices necessary in the area of work assigned; cross-connection devices and Unified Plumbing Codes; techniques and procedures of irrigation system repair and maintenance.
- Working knowledge of: principles and procedures of record keeping; basic principles of accounting.
- Some to working knowledge of: principles of computer programming; hydraulic principles relating to irrigation design and construction; drainage system design and installation; proper maintenance of a variety of automatic and manual irrigation systems including all component parts (e.g. valves, controller, heads, etc.); installation, maintenance and repair of backflow prevention devices; turf, soil, fertilizer and landscape maintenance.
- Working to thorough ability to: troubleshoot, service and repair residential and commercial irrigation systems, and customer service and ability to read and interpret blueprints; work effectively with plastic, copper and galvanized pipe; follow oral and written instructions; test and maintain backflow prevention devices.
- Working experience in low-voltage lighting, water feature service, and irrigation auditing and backflow.

EDUCATION and/or EXPERIENCE: Must be 18 years of age with a high school diploma or general education degree (GED); three (3) years of experience in landscape maintenance with substantial experience in the



Pleasant Valley Recreation and Park District Job Description

installation, maintenance and repair of a variety of automatic and manual irrigation systems; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires above average amount of driving, therefore, must possess a valid California driver's license and maintain a clean California Department Motor Vehicle record. Will drive a District vehicle in the course of job duties. Possession of a valid "Backflow Prevention Device Tester" certificate to test in Ventura County required before hire date. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Required to stand, walk, sit, bend, twist, climb, kneel, reach, push, pull, grasp, pick, pinch, ride and perform similar body movements; the possession of hand/eye coordination sufficient to operate various hand and power tools and a motor vehicle; the ability to talk and hear in person, by telephone or two-way radio; and the ability to see and read instructions and reports. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office/field environment: exposure to-potentially-hazardous chemicals, heat, cold and inclement weather conditions; work around slippery or uneven surfaces, and around heavy construction equipment. Incumbent may come into contact with cleaning and lubricating chemicals, which may expose the employee to fumes, dust and air contaminants. The nature of the work also requires the incumbent while inspecting/repairing to sit, stand, walk or bend over for prolonged periods of time when working on irrigation equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. May be required to work overtime, or be required to adjust schedule due to special events.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Development Analyst	Category:	Management
Department:	Recreation	Prepared Date:	June 2022
Reports To:	Recreation Manager or as Assigned	Approved by:	Board of Directors
FLSA Status:	Exempt (PTYR Non-Exempt)	Approved Date:	July 6, 2022

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties in the areas of fund development and communications. Primary responsibilities are to provide leadership oversight and strategy in three areas: Major Gifts and Advancement, Corporate Relations, and Research and Grant Management. Implements marketing, sales, and revenue development strategies to meet the current and future financial needs of the Pleasant Valley Recreation and Park District. Applies strong leadership vision, creativity and focus to the task of identifying additional sustainable revenue streams. Evaluates and enhances existing resource development and fundraising activities, recommends enhancements to current systems, processes and structure, and collaborates with department leaders to maximize major gifts, corporate relations, and grant revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- Develop & manage District marketing strategies and promotional campaigns that build sustainable revenue for the District. This position must collaborate closely with the Foundation for Pleasant Valley Recreation and Parks to coordinate a District-wide understanding of mutual marketing and advertising goals and expectations.
- Align sales and marketing strategy with District-wide planning and business planning efforts.
- Lead and plan the work of sales and marketing staff to effectively plan, organize and implement revenue strategies that include market segment profiles, perceptions of District value propositions, and long and short term programs and campaigns designed to improve and/or maintain market perceptions. Stimulate public interest and patronage of District facilities, programs and events.
- Provide oversight and guidance to effectively manage the District's collaborations and relationships with supporting non-profits, and guide strategy for increasing the return on investment from gifting programs, fulfillment, grants, planned giving and individual giving activities.
- Establish an effective community-based marketing corporate relations program that includes the cultivation of positive relationships with business and industry that heighten interest in their financial support of the District and Foundation.
- Build collaborative relationships and maintain communication to develop an understanding of the operational needs and expectations of key departments, the District's role in the community at large, and the goals of the individual program areas.
- Develop and lead the fund development, marketing strategies to meet the goals and objectives of both the District as well as the Foundation.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow the donor program including identification, cultivation and solicitation of donors.
- Maintain gift and/or donor-based database, tracking system and recognition program.
- Make public appearances/accept speaking engagements to share information about the District and Foundation.
- Support website maintenance and management, update regularly with relevant promotions and events
- Manage social media systems and postings for the Foundation & District.
- Oversee grants including research, proposal writing, and reporting requirements.



Pleasant Valley Recreation and Park District Job Description

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and donors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Advertising, Communications, Fund Development or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multi-task. Positions may require occasional weeknights and weekends or schedule adjustments due to special events and/or meetings.



Pleasant Valley Recreation and Park District Job Description

Job Title: Development Analyst
Department: ~~Administration~~ Recreation
Reports To: Recreation Manager or Assigned
FLSA Status: Exempt (PTYR Non-Exempt)

Category: Management
Prepared Date: ~~March 2020~~
Approved by: Board of Directors
Approved Date: ~~May 6, 2020~~

SUMMARY: Under general supervision, performs a variety of complex and responsible administrative duties in the areas of fund development and communications. Primary responsibilities are to provide leadership oversight and strategy in three areas: Major Gifts and Advancement, Corporate Relations, and Research and Grant Management. Implements marketing, sales, and revenue development strategies to meet the current and future financial needs of the Pleasant Valley Recreation and Park District. Applies strong leadership vision, creativity and focus to the task of identifying additional sustainable revenue streams. Evaluates and enhances existing resource development and fundraising activities, recommends enhancements to current systems, processes and structure, and collaborates with department leaders to maximize major gifts, corporate relations, and grant revenue.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- Develop & manage District marketing strategies and promotional campaigns that build sustainable revenue for the District. This position must collaborate closely with the Foundation for Pleasant Valley Recreation and Parks to coordinate a District-wide understanding of mutual marketing and advertising goals and expectations.
- Align sales and marketing strategy with District-wide planning and business planning efforts.
- Lead and plan the work of sales and marketing staff to effectively plan, organize and implement revenue strategies that include market segment profiles, perceptions of District value propositions, and long and short term programs and campaigns designed to improve and/or maintain market perceptions. Stimulate public interest and patronage of District facilities, programs and events.
- Provide oversight and guidance to effectively manage the District's collaborations and relationships with supporting non-profits, and guide strategy for increasing the return on investment from gifting programs, fulfillment, grants, planned giving and individual giving activities.
- Establish an effective community-based marketing corporate relations program that includes the cultivation of positive relationships with business and industry that heighten interest in their financial support of the District and Foundation.
- Build collaborative relationships and maintain communication to develop an understanding of the operational needs and expectations of key departments, the District's role in the community at large, and the goals of the individual program areas.
- Develop and lead the fund development, marketing strategies to meet the goals and objectives of both the ~~Pleasant Valley Recreation and Park~~ District as well as the Foundation.
- Meet prospective donors and supporters on a continual basis to establish effective communications with them.
- Grow the donor program including identification, cultivation and solicitation of donors.
- Maintain gift and/or donor-based database, tracking system and recognition program.
- Make public appearances/accept speaking engagements to share information about the District and Foundation ~~for Pleasant Valley Recreation and Parks.~~
- Support website maintenance and management, update regularly with relevant promotions and events
- Manage social media systems and postings for the Foundation & District.
- Oversee grants including research, proposal writing, and reporting requirements.



Pleasant Valley Recreation and Park District Job Description

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working to considerable knowledge of: principles and techniques of administrative and fiscal analysis, organization and staffing.
- Working to considerable ability to: prepare a variety of reports and recommendations, communicate orally and in writing, establish and maintain effective working relationships with co-workers, the general public and donors.
- Thorough knowledge of: current records technology, State code, District ordinances, and regulations governing the transcription, maintenance and disposition of official records.
- Thorough skills to: use a variety of current computer-based document transcription, storage, and retrieval systems and various types of standard office equipment.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in Business, Advertising, Communications, Fund Development or related field with minimum of four (4) years of progressive experience, administrative responsibility, or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position may require an average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: Mobility: Frequent use of office equipment; frequent sitting for long periods of time; occasional bending or squatting. Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. Vision: constant use of overall vision, frequent reading and close-up work; occasional color and depth vision. Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding and reaching. Hearing/Talking: frequent hearing and talking, in person and on the phone. Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone. Environmental: frequent exposure to noise.

WORK ENVIRONMENT: Work is performed in a typical temperature-controlled office environment subject to typical office noise. The positions will mostly be in a fast-paced office environment requiring the ability to multi-task. Positions may require occasional weeknights and weekends or schedule adjustments due to special events and/or meetings.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION SPECIALIST

Department: Recreation
Pay Grade: ~~F101B~~ F101BF101-B
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities to provide opportunities and encourage and promote a healthy lifestyle for the residents of the community.

ESSENTIAL JOB FUNCTIONS

- Directly supervise and ~~manage~~ manage part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, initial review of timecards, H-R related items while adhering to District guidelines, policies, and procedures.
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports.
- Facilitate the drive-thru food distribution program; including processing applications, shopping in food warehouse, driving the FoodShare van, and tracking families served in the PantryTrak program.
- Coordinate events by scheduling staff, purchasing supplies, obtaining permits, etc.
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations.
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.

Commented [MO1]: Why do we call out Food Share specifically but no other programs such as adult sports, aquatics, special events, etc?

Commented [KD2R1]: I think we can delete this line entirely

- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.
- Demonstrate continuous effort to improve operations and; streamline work processes within the District and outside organizations.
- Present to the Board of Directors on specific activities, events, and programs and provide input and data on projects to the Recreation Supervisor for sStaff rReports.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money money, and make change, and prepare District reports.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies and procedures.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large.
- ~~Under supervision assures~~ Ensure that areas of responsibility are within the budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; provides information and data for the preparation of the budget.
- ~~Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.~~
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

~~Recommended Associates degree with major course work in applicable field; High school diploma or GED and one (1) two years of experience working with recreation programs, including six months of lead or supervisory responsibility, or one year of paid experience in supervision of public recreation programs involving supervision of part-time recreation leaders, personnel, and volunteers (2,000 hours of part-time and/or internship experience is equivalent to one year of full-time experience); or equivalent combination of education and experience.~~

Some positions may require American Red Cross certifications: Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED.

Special Qualifications:

Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- ~~Thorough to comprehensive~~ Knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development

Updated: 10/2023

Commented [MO3]: How do we work in Lifeguard Certified/WSI etc. for the aquatic center?

This position may also require to obtain and maintain additional certifications depending upon the service area they are assigned to, such as WSI, AFO, etc.

and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.

- ~~Thorough to comprehensive~~ Ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; ~~writedraft~~ reports, correspondence, and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

~~While performing the duties of this job, the employee is occasionally exposed to riskthe risk of electrical shock.~~ The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events and programming related activities.

Commented [MO4]: Could you explain the electrical shock statement?

Commented [KD5R4]: removed

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION MANAGER

Department: Recreation

Pay Grade: F109

FLSA Status: Exempt

JOB SUMMARY

Supervise the delivery of all recreation programs, ~~services~~services, and activities for the District. Responsibilities entail accountability based on measurable cost-effective results for the substance, efficiency, productivity, and quality of activities performed by the Recreation Department and assigned management, supervisory and support staff. Responsible for department contract administration. Provide written and oral reports to the General Manager and the Board of Directors. [Oversee and work closely with the Foundation for Pleasant Valley Parks and Recreation.](#)

ESSENTIAL JOB FUNCTIONS

- Supervise the administrative functions of the recreation department.
- Oversee department management staff with the development of the department's preliminary budgets, monitor and administer the final department budgets; recommend program fees and expenditures; monitor and track expenditures.
- Attend all board meetings; prepare and present staff reports and other necessary correspondence.
- Supervise the use/scheduling of District recreational facilities.
- Maintain communications, advocate, and establish effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups, and the public-at-large.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies, and procedures.
- Represent the department/District on various boards, committees, and within community, government, and civic organizations.

- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.
- Oversee marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Directly supervise and manage employees and volunteers, ~~to include~~ ~~includes~~ onboarding, training, scheduling, professional development, H-R related items while adhering to District guidelines, policies & procedures.
- Oversee and review department activities, projects, programs, and staffing while evaluating work products, methods, and procedures, conduct special projects including capital improvement planning and the development of new recreational facilities.
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.
- Develop, oversee, and recommend the implementation of department short and long-term goals, strategies, and objectives to keep pace with community demands and needs.
- Meet with civic organizations and individuals to promote programs and obtain input regarding service delivery and community needs.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with a minimum of four (4) years of progressive experience in recreation, ~~or equivalent combination of education and experience, including a minimum five (5) years of comprehensive recreation programming experience at a level equivalent to recreation supervisor, including four (4) years of supervisory and administrative responsibility, or equivalent combination of education and experience. Working knowledge of related social and advocacy programs, services, and activities within the recreation field.~~ May require specialized knowledge within the department assigned, including laws/regulations governing recreation programs. Certification as Parks and Recreation Professional is desirable.

Special Qualifications:

Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid driver's license with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

Updated: 10/2023

- ~~Thorough to comprehensive~~ knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training, and performance evaluation.
- ~~Working~~ knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze, and interpret periodicals related to area of expertise, technical procedures, or government regulations.
- Ability to write reports, correspondence, procedure manuals, or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.
- Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.
- Knowledge and principles of supervision, employee motivation, training, and performance evaluation.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: ~~frequently lift and/or move up to 10 pounds,~~ frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ~~the~~ ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to ~~risk~~[the risk](#) of electrical shock. The noise level in the work environment is usually loud.

Commented [MO1]: Can you explain?

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title:	Marketing Specialist	Category:	Staff
Department:	Recreation	Prepared Date:	July 2018
Reports To:	Senior Management	Approved by:	Board of Directors
FLSA Status:	Non-Exempt	Approved Date:	July 5, 2018

SUMMARY: Under general supervision, plans, organizes and provides highly responsible and technical professional staff assistance in a variety of marketing, and publicity tasks and assists in community outreach for District marketing efforts, in accordance with the District's policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Performs other duties as assigned.

- Coordinates, prepares and distributes the production of the seasonal Activity Guide, including web and social media sites, prepares related promotional material.
- Develop, write, edit, design and produce various communication materials including brochures, fact sheets, press releases, articles, multi-media presentation, correspondence, and special publications.
- Responsible for independently performing a wide range of administrative and/or analytical tasks relating to the planning and processing of web and social media information, administration and maintenance of content updates, changes and security of the District's website.
- Maintain the District's website.
- Work closely with vendors and printers to ensure that print and promotional items are correct and delivered in a timely manner.
- Assist with the informational distribution of District activities to the public.
- Maintain the District's social media presence.
- Create monthly Power Point presentations highlighting District events for board meetings.
- Remain available for District events, includes some nights and weekends.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: current marketing trends and strategies; social media platforms; principles and practices of public relations, media, marketing and advertising; public information and community relations program development and implementation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Bachelor's degree with an emphasis in Communication, Marketing, Public Relations or related field. Minimum of one (1) year experience in marketing, or public relations and experience with Microsoft Office, desktop publishing, HTML experience preferred; or an equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may



Pleasant Valley Recreation and Park District Job Description

be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is not generally exposed to hazardous conditions. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION COORDINATOR

Department: Recreation
Pay Grade: F105
FLSA Status: Non-Exempt

JOB SUMMARY

To supervise, assign and review the work of staff responsible for various programs; to oversee and participate in all work activities; and to perform a variety of technical tasks relative to assigned area of responsibility.

ESSENTIAL JOB FUNCTIONS

- Directly supervise and manage full-time, part-time employees, contracted instructors, and volunteers.
- To include onboarding, training, scheduling, professional development, H-R related items while adhering to District guidelines, policies, and procedures.
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports.
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations.
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.
- Evaluate programs and facilities to ensure optimum utilization and service to community and to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.

- Demonstrate continuous effort to improve operations ~~and~~, streamline work processes within the District and outside organizations.
- Present to the Board of Directors on activities, events, and programs and provide input, data, and support to the Recreation Supervisor for Staff Reports.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, ~~and~~ make change, and prepare District reports.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies ~~and~~ procedures.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large.
- Participate in the preparation and administration of the recreation division budget; submit budget recommendations; ~~and~~ monitor expenditures.
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- Perform ~~s~~ other related duties as assigned.

QUALIFICATIONS

Education and Experience:

~~Recommended Bachelor's Degree~~ ~~Associate's degree~~ with emphasis in ~~r~~Recreation or a closely related field ~~and~~; ~~with a minimum of two~~ ~~years~~ ~~(2)~~ years of progressive experience in public group recreational activity leadership. ~~experience including supervisory, public relations, marketing skills.~~ Knowledge of principles and techniques pertaining to the specialized program activities and program marketing and evaluation methods; or an equivalent combination of education and experience.

Special Qualifications:

Position requires ~~an~~ average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification ~~are~~ required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening, and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- ~~Thorough to comprehensive~~ ~~k~~knowledge of: operations, services, and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles, and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- ~~Thorough to comprehensive~~ ~~A~~ability to: read, analyze, and interpret documents in ~~the~~ area of expertise, technical procedures, or government regulations; write reports, ~~correspondence~~ ~~correspondence~~, and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

Updated: 10/2023

Commented [MO1]: This position may also require to obtain and maintain additional certifications depending upon the service area they are assigned to, such as WSI, AFO, etc.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, ~~twist, and~~ twist and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events and program related activities.

Commented [MO2]: Can you explain?

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Supervisor	Category:	Management
Department:	Recreation	Prepared Date:	June 2022
Reports To:	Recreation Manager	Approved by:	Board of Directors
FLSA Status:	Exempt	Approved Date:	July 6, 2022

SUMMARY: Plans, oversees and supervises comprehensive recreational programs of cultural, arts, youth and adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- Responsible for planning, directing, organizing, managing, and controlling the operational budget.
- Directly supervise and manage part-time, full-time employees, contract instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Group Organizations; negotiate and resolve significant and controversial issues.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Attend board meetings; prepare and present staff reports and other necessary board items
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies and procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Represent the department/District on various boards, committees and within community, government, and civic organizations
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks



Pleasant Valley Recreation and Park District Job Description

OTHER SKILLS AND ABILITIES: Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to “multitask” to handle competing priorities and demands. Must be able to keep accurate records and prepare reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

EDUCATION and/or EXPERIENCE: Bachelor’s Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years of progressive experience in recreation, including two (2) years of supervisory experience, or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver’s license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Supervisor	Category:	Management
Department:	Recreation	Prepared Date:	March 2020
Reports To:	Recreation Manager	Approved by:	Board of Directors
FLSA Status:	Exempt	Approved Date:	May 6, 2020

SUMMARY: Plans, oversees and supervises comprehensive recreational programs of cultural, arts, youth ~~and~~ adult sports, contract classes, senior citizen programs or other recreation programs involving the supervision of group instructors, contractors, staff and volunteers in the planning of activities and events. Performs contract administration for contractual instructors. Prepares and administers department/section budget. Ensures safe work practices, work quality and accuracy; prepares, supervises and maintains work records and reports; serves as a technical resource for assigned personnel. Provides written and oral reports to the Recreation Services Manager, General Manager, and the Board of Directors.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening, and/or weekend work assignments. Performs additional duties as assigned.

- Responsible for planning, directing, organizing, managing, and controlling the operational budget.
- Directly supervise and manage part-time, full-time employees, contract instructors, and volunteers. To include onboarding, training, scheduling, professional development, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming , while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Group Organizations; negotiate and resolve significant and controversial issues.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Attend board meetings; prepare and present staff reports and other necessary board items
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies and procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Represent the department/District on various boards, committees and within community, government, and civic organizations
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks
- ~~Responsible for planning, directing, organizing and controlling the operational budget.~~



Pleasant Valley Recreation and Park District Job Description

- Establish and maintain an open and effective system of communication throughout the organization.
- Advocate and work closely with citizens and other service providers in a cooperative community response to program needs including but not limited to non-profit organizations, Pleasant Valley Recreation & Park Foundation, civic groups, and other governmental agencies.
- Directly supervise assigned employees and program volunteers; interview, hire and train new employees; address employee complaints and resolve personnel issues; plan, assign and schedule assigned employees.
- Adapt recreation programs to meet the needs of the District's clientele of all ages and abilities.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, elected and appointed officials, community groups and the public at large.
- Prepare calendar of events, including newsletters, public relations announcements, and other similar communications.
- Ability to communicate effectively with the general public, organization, employees, user groups, and community leaders in oral and written form.
- Plan, implement, schedule and evaluate special events and activities related to program to which assigned.
- Participate in training of recreation staff and volunteers as needed.
- Serve as liaison between Pleasant Valley Recreation and Park District and Community Service Groups; negotiate and resolve significant and controversial issues.
- Coordinate and solicit co-sponsorships with commercial businesses and non-profit agencies to provide financial support in offering a wide variety of special events. Follow up with potential supporters as appropriate.
- Develop and implement training programs to improve/develop employee skills.
- May require some Holiday, evening, and/or weekend work assignments.

OTHER SKILLS AND ABILITIES: Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs. Must be able to "multitask" to handle competing priorities and demands. Must be able to keep accurate records and prepare reports.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training and performance evaluation.
- Working knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to: assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.

EDUCATION and/or EXPERIENCE: Bachelor's Degree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with minimum of four (4) years



Pleasant Valley Recreation and Park District Job Description

of progressive experience in recreation, including two (2) years of supervisory experience, or equivalent combination of education and experience

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, drug and alcohol screening and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Specialist	Category:	Staff
Department:	Recreation	Prepared Date:	June 2022
Reports To:	Recreation Coordinator or as assigned	Approved by:	Board of Directors
FLSA Status:	Non-Exempt	Approved Date:	July 6, 2022

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of quality customer service being primary for all positions. Position will require some holiday, evening and/or weekend work assignments. Performs other duties as assigned.

- Directly supervise and manage, part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, initial review of timecards, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Present to the Board of Directors on specific activities, events, and programs and provide input and data on projects to the Recreation Supervisor for Staff Reports
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Under supervision assures that areas of responsibility are within the budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; provides information and data for the preparation of budget
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.



Pleasant Valley Recreation and Park District Job Description

- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Associates degree with major course work in applicable field; and two years of experience working with recreation programs, including six months of lead or supervisory responsibility, or one year of paid experience in supervision of public recreation programs involving supervision of part-time recreation leaders, personnel, and volunteers (2,000 hours of part-time and/or internship experience is equivalent to one year of full-time experience), or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events.



Pleasant Valley Recreation and Park District Job Description

Job Title:	Recreation Specialist	FLSA Status:	Non-Exempt
Department:	Based on	Category:	Staff
Assignment:	<u>Recreation</u>	Prepared Date:	April 2015
Reports To:	Recreation Coordinator <u>or as assigned</u>	Approved by:	Board of Directors
		Approved Date:	July 1, 2015

SUMMARY: Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Includes the following, with a focus of Quality Customer Service being primary for all positions. Position will require some holiday, evening and/or weekend work assignments. Performs other duties as assigned.

- Directly supervise and manage, part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, initial review of timecards, H.R related items while adhering to District guidelines, policies, and procedures
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives
- Demonstrate continuous effort to improve operations, streamline work processes within the District and outside organizations
- Present to the Board of Directors on specific activities, events, and programs and provide input and data on projects to the Recreation Supervisor for Staff Reports
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies & procedures
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large
- Under supervision assures that areas of responsibility are within the budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; provides information and data for the preparation of budget
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- ~~Ability to, as assigned, coordinate and work with part-time staff, volunteers, the public and diverse populations.~~
- ~~Develop and conduct assigned programs and activities to achieve goals within available resources; trains, motivates and evaluates assigned part-time staff, reviews progress and recommends changes as needed.~~
- ~~Provide feedback to recreation management; makes presentation to supervisors, boards, civic groups and the general public.~~
- ~~Communicate official plans; policies and procedures to part-time staff and the general public.~~



Pleasant Valley Recreation and Park District Job Description

- ~~Under supervision assures that areas of responsibility are performed within the budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.~~
- ~~Determine work procedures, prepares work schedules for part-time staff, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.~~
- ~~Assists in the development and promotion of recreation program including music, dance, arts and crafts, cultural arts, senior services, nature study, swimming, social recreation, special events and games.~~
- ~~Adapt recreation programs to meet needs of the public.~~
- ~~Introduce new program activities, equipment, and materials to customers.~~
- ~~Interpret recreation service to public and participates in community meetings and organizational planning.~~
- ~~Work in teams with administrative or other professional personnel to ensure that recreation is well balanced, coordinated, and integrated with special services.~~
- ~~As assigned, issue written and oral instructions; assign duties and examines work for exactness, neatness, and conformance to policies and procedures.~~
- ~~Performs or assists subordinates in performing duties; adjusts errors and complaints.~~
- ~~Prepare a variety of studies; reports and related information for decision-making purposes~~
- ~~Prepares attendance, accident and routine accounting reports.~~
- ~~Supervise classes, workshops and activities for persons engaged in the programs and co-sponsored programs. Coordinate part-time staff in the development and implementation of programs.~~
- ~~Perform a variety of miscellaneous duties such as answering phones, typing correspondence, picking up supplies needed for activities, conducting classes, selling tickets, collecting fees, officiating at events/classes; making arrangements for rentals and use of facilities, helping set up for classes, events, etc.~~
- ~~Prepares for review a variety of brochures, calendars, letters, posters, news releases, flyers, and related communications regarding programs.~~
- ~~Promote interest and provides information regarding programs to community officials, other recreation officials, community service groups, other departments/divisions, and the general public.~~
- ~~Oversee the custodial maintenance of assigned park or facility.~~
- ~~May serve as a member of various employee committees, as assigned.~~
- ~~Assist in the planning and management of any concession related activities, including design, layout, operation, inventory, contracting and staffing.~~

- ~~Serve as an information resource to other divisions, departments outside agencies, and the general public.~~
- ~~Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.~~
- ~~Assist with surveying and educating the community on recreation programs.~~
- ~~Assist other staff in a variety of special events or special projects.~~
- ~~May require some Holiday, evening, and/or weekend work assignments.~~

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Thorough to comprehensive knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.
- Thorough to comprehensive ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; write reports, correspondence and procedure



Pleasant Valley Recreation and Park District Job Description

manuals; communicate effectively in written and oral form; present information and respond to questions.

EDUCATION and/or EXPERIENCE: Recommended Associates degree with major course work in applicable field; and two years of experience working with recreation programs, including six months of lead or supervisory responsibility, or one year of paid experience in supervision of public recreation programs involving supervision of part-time recreation leaders, personnel, and volunteers (2,000 hours of part-time and/or internship experience is equivalent to one year of full-time experience), or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential ~~functions.~~functions. While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events.

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION MANAGER

Department: Recreation

Pay Grade: F109

FLSA Status: Exempt

JOB SUMMARY

Supervise the delivery of all recreation programs, ~~services~~services, and activities for the District. Responsibilities entail accountability based on measurable cost-effective results for the substance, efficiency, productivity, and quality of activities performed by the Recreation Department and assigned management, supervisory and support staff. Responsible for department contract administration. Provide written and oral reports to the General Manager and the Board of Directors. [Oversee and work closely with the Foundation for Pleasant Valley Parks and Recreation.](#)

ESSENTIAL JOB FUNCTIONS

- Supervise the administrative functions of the recreation department.
- Oversee department management staff with the development of the department's preliminary budgets, monitor and administer the final department budgets; recommend program fees and expenditures; monitor and track expenditures.
- Attend all board meetings; prepare and present staff reports and other necessary correspondence.
- Supervise the use/scheduling of District recreational facilities.
- Maintain communications, advocate, and establish effective working relationships with co-workers, supervisors, other governmental agencies non-profit organizations, civic groups, elected and appointed officials, community groups, and the public-at-large.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies, and procedures.
- Represent the department/District on various boards, committees, and within community, government, and civic organizations.

- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.
- Oversee marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Directly supervise and manage employees and volunteers, ~~to include~~ ~~includes~~ onboarding, training, scheduling, professional development, H-R related items while adhering to District guidelines, policies & procedures.
- Oversee and review department activities, projects, programs, and staffing while evaluating work products, methods, and procedures, conduct special projects including capital improvement planning and the development of new recreational facilities.
- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.
- Develop, oversee, and recommend the implementation of department short and long-term goals, strategies, and objectives to keep pace with community demands and needs.
- Meet with civic organizations and individuals to promote programs and obtain input regarding service delivery and community needs.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of recreation and parks.
- Perform ~~s~~ other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's ~~d~~egree in recreation, physical education, leisure studies, sociology, gerontology, communications, health care profession, or related field with a minimum of four (4) years of progressive experience in recreation, or equivalent combination of education and experience, including a minimum five (5) years of comprehensive recreation programming experience at a level equivalent to recreation supervisor, including four (4) years of supervisory and administrative responsibility, or equivalent combination of education and experience. Working knowledge of related social and advocacy programs, services, and activities within the recreation field. May require specialized knowledge within the department assigned, including laws/regulations governing recreation programs. Certification as Parks and Recreation Professional is desirable.

Special Qualifications:

Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid driver's license with a clean California Department of Motor Vehicle record, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment.

Knowledge, Skills, and Abilities:

Updated: 10/2023

- ~~Thorough to comprehensive~~ Knowledge of: common office practices; current recreation trends; principles of supervision, employee motivation, training, and performance evaluation.
- ~~Working~~ Knowledge of: social and advocacy programs, services, and activities within the recreation field; laws and regulations governing recreation programs.
- Ability to read, analyze, and interpret periodicals related to area of expertise, technical procedures, or government regulations.
- Ability to write reports, correspondence, procedure manuals, or articles. Ability to effectively communicate, present information in oral and written form, and respond to questions from managers and the general public; interpret and explain pertinent District policies and procedures.
- Ability to assist in the development and monitoring of an assigned program budget; develop and recommend policies and procedures related to assigned operations; coordinate, organize, implement, and publicize recreation and leisure time activities and specialized events.
- Knowledge and experience with materials, methods, practices, and equipment in relation to recreation programs.
- Knowledge and principles of supervision, employee motivation, training, and performance evaluation.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: ~~frequently lift and/or move up to 10 pounds,~~ frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ~~the~~ ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to ~~risk~~[the risk](#) of electrical shock. The noise level in the work environment is usually loud.

Commented [MO1]: Can you explain?

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

RECREATION SPECIALIST

Department: Recreation
Pay Grade: ~~F101B~~ F101BF101-B
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, conducts programs and coordinates activities of paid and volunteer Recreation Division personnel at assigned parks and facilities to provide opportunities and encourage and promote a healthy lifestyle for the residents of the community.

ESSENTIAL JOB FUNCTIONS

- Directly supervise and ~~manage,manage~~ part-time employees, contracted instructors, and volunteers. To include onboarding, training, scheduling, initial review of timecards, H-R related items while adhering to District guidelines, policies, and procedures.
- Develop, conduct, promote, supervise, manage, and participate in various activities, programs, events, and rentals to include use of equipment, facility management and programming, while maintaining records, preparing evaluation reports on programs and maintain district reports.
- Facilitate the drive-thru food distribution program; including processing applications, shopping in food warehouse, driving the FoodShare van, and tracking families served in the PantryTrak program.
- Coordinate events by scheduling staff, purchasing supplies, obtaining permits, etc.
- Will provide support with marketing/programming material for recreational programs to include public relations, print materials, and digital media.
- Will open, close, secure, setup/break-down and maintain a safe program environment and facilities that align with District rules and regulations.
- Respond to public and internal inquiries made by telephone, correspondence, or during public meetings about activities, programs, and events while maintaining a professional attitude and appearance.

Commented [MO1]: Why do we call out Food Share specifically but no other programs such as adult sports, aquatics, special events, etc?

Commented [KD2R1]: I think we can delete this line entirely

- Evaluate programs and facilities to ensure optimum utilization and service to community to ensure recreation programs meet the needs of the community of all ages and abilities, while implementing market driven initiatives.
- Demonstrate continuous effort to improve operations and; streamline work processes within the District and outside organizations.
- Present to the Board of Directors on specific activities, events, and programs and provide input and data on projects to the Recreation Supervisor for sStaff rReports.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money money, and make change, and prepare District reports.
- Respond to injuries by administering First Aid, CPR, and rescue breathing if needed and adhering to District guidelines, policies and procedures.
- Maintain communications and effective working relationships with co-workers, supervisors, other governmental agencies, non-profit organizations, civic groups, elected and appointed officials, community groups and the public-at-large.
- Under supervision assures Ensure that areas of responsibility are within the budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; provides information and data for the preparation of the budget.
- Attend and participate in professional group meetings/training staying abreast of new trends and innovations in the field of recreation and parks.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

~~Recommended Associates degree with major course work in applicable field; High school diploma or GED and one (1) two years of experience working with recreation programs, including six months of lead or supervisory responsibility, or one year of paid experience in supervision of public recreation programs involving supervision of part-time recreation leaders, personnel, and volunteers (2,000 hours of part-time and/or internship experience is equivalent to one year of full-time experience); or equivalent combination of education and experience.~~

Some positions may require American Red Cross certifications: Lifeguarding, Standard First Aid, CPR for the Professional Rescuer and AED.

Special Qualifications:

Position requires average amount of driving, therefore, must have daily access to a vehicle, and possess a valid California driver's license and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required no later than six (6) months after employment. Successful completion of tuberculosis, alcohol and drug screenings and criminal justice fingerprint clearance/background check required.

Knowledge, Skills, and Abilities:

- ~~Thorough to comprehensive~~ Knowledge of: operations, services and activities of parks and recreation programs; principles and practices of recreation program development

Updated: 10/2023

Commented [MO3]: How do we work in Lifeguard Certified/WSI etc. for the aquatic center?

This position may also require to obtain and maintain additional certifications depending upon the service area they are assigned to, such as WSI, AFO, etc.

and administration; marketing theories, principles and practices as related to recreation services; principles of budget preparation and control; procurement practices; principles of supervision, training, and performance evaluation.

- ~~Thorough to comprehensive~~ Ability to: read, analyze, and interpret documents in area of expertise, technical procedures, or government regulations; ~~writedraft~~ reports, correspondence, and procedure manuals; communicate effectively in written and oral form; present information and respond to questions.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

~~While performing the duties of this job, the employee is occasionally exposed to riskthe risk of electrical shock.~~ The noise level in the work environment is usually loud. This position may require overtime and adjusted schedules for special events and programming related activities.

Commented [MO4]: Could you explain the electrical shock statement?

Commented [KD5R4]: removed

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

Pleasant Valley Recreation and Park District, CA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

SENIOR RECREATION LEADER

Department: Recreation
Pay Grade: P102
FLSA Status: Non-Exempt

JOB SUMMARY

Under general supervision, assist with recreation programs and activities to provide opportunities and encourage and promote a healthy lifestyle for community residents, based on District rules, regulations, ~~policies~~policies, and procedures. May work with any aspect of recreation programs and/or work in any assigned division or department. Will oversee programming such as classes, day camp, and Senior Services program.

ESSENTIAL JOB FUNCTIONS

- May open, close, secure, and maintain a safe program environment and facility that align with District rules and regulations.
- Develop, conduct, promote, supervise, and participate in various athletic, craft, social, cultural, and instructional activities to include use of equipment, and District reports.
- ~~▲~~ Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance.
- Respond to injuries, by administering First Aid and CPR if needed and adhering to District guidelines, policies ~~and~~ procedures.
- Demonstrate continuous effort to improve operations ~~and~~, streamline work processes.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, ~~and~~ make change, and prepare District reports.
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment, ~~and~~ cleaning ~~and~~ stocking facilities.
- May assist with marketing, presentations, and District public appearances.

- May act as the Camp or Assistant Camp Director for the District’s summer camp program or may act as Lead for the Excursion Program.
- Work with contracted instructors to ensure classes are running smoothly; this includes input into registration software and maintaining District Activity Guide.
- Assist with staff schedules.
- Provide input on yearly performance reviews.
- Will serve as a lead capacity for other Recreation Leaders.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate degree preferred with major course work in related field with at least three (3) years of recreation experience. Volunteer or paid work experience with youth/teens/seniors is desirable; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Recreation Leader: Must possess a valid work permit and have completed one year of High School. Volunteer or paid work experience with youth/teens/seniors is desirable. Senior Leader: thirty (30) units of applicable college course work, and two (2) years recreation or volunteer related experience preferred. Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Qualifications:

Some positions require an average amount of driving, therefore, if assigned to such positions, the employee must own a vehicle or have daily access to a ~~vehicle, and~~ vehicle and possess a valid California Driver’s License, and maintain appropriate insurance on vehicle used in the course of business duties. CPR and First Aid Certification required within the first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates, or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

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Knowledge, Skills, and Abilities:

- Working knowledge of common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of an organization.

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PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.

Updated: 10/2023

- Lifting: frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the risk of electrical shock. The noise level in the work environment is usually loud.

Pleasant Valley Recreation and Park District has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date