

City and County of San Francisco

Carol Isen
Human Resources Director



Department of Human Resources

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**NOTICE OF FINAL ACTION TAKEN BY THE
HUMAN RESOURCES DIRECTOR**

Date: December 23, 2025

Re: **Notice of Proposed Classification Actions – Final Notice No. 16 FY 2025/2026
(copy attached).**

In the absence of requests to meet addressed to the Human Resources Director, the classification actions contained in the above referenced notice became effective December 23, 2025.

Carol Isen
Human Resources Director

by:

A handwritten signature in black ink, appearing to read "Steve Ponder", is placed over a horizontal line.

Steve Ponder
Classification and Compensation Director
Human Resources

cc: All Employee Organizations
All Departmental Personnel Officers
DHR – Class and Comp Unit
DHR – Client Services Unit
DHR – Employee Relations Unit
DHR – Recruitment and Assessment Unit
DHR – Client Services Operations
Carol Isen, DHR
Sandra Eng, CSC
Erik Rapoport, SFERS
Theresa Kao, Controller/ Budget Division
E-File

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Recreation Supervisor

Job Code: 3289

DEFINITION

Under general direction, assists in the planning, supervision and coordination of specialized recreation programs; may act as a consultant to recreation field staff with regard to specialized recreation activities; may supervise subordinate staff assigned to recreation specialties; performs related duties as required.

DISTINGUISHING FEATURES

SUPERVISION EXERCISED

Supervises subordinate staff assigned to recreation specialties.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

According to Civil Service Commission Rule 109, the duties specified below are representative of the range of duties assigned to this job code/class and are not intended to be an inclusive list.

1. Supervises recreation staff in regard to planning, implementing and delivering specialized recreational programs to serve diverse communities.
2. Plans and prepares general programs for area-wide or city-wide application and may requisition or otherwise make available special supplies and materials required,
3. Carries out, explains and interprets policies, rules and procedures with respect to specialized recreational activities; Participates with neighborhood activity interest groups and other agencies serving the city in interpreting recreation and specialty programs to the general public.
4. Organizes and plans city-wide festivals and events;
5. Supervises all recreational facilities within a geographic area or may supervise a facility on a citywide basis in a particular recreational specialty; coordinates the use of facilities dedicated to specialized recreational, educational, and enrichment activities..
6. Assists in development of specialized recreational, educational, and enrichment courses and programs
7. Maintains records and reports; may assist in the preparation of the annual operating budget; may plan and conduct in-service training classes; prepares or directs the preparation of statistical reports on attendance and public interest in various specialized recreation programs.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Requires a thorough knowledge of recreational theory and practice as well as knowledge in such special fields as arts and crafts, aquatics, sports and athletics, age-based recreation, youth development and workforce readiness, therapeutic recreation and natural sciences.

**CITY AND COUNTY OF SAN FRANCISCO
DEPARTMENT OF HUMAN RESOURCES**

Title: Recreation Supervisor

Job Code: 3289

Ability or Skill to: Supervise, direct and coordinate the work of staff; plan, coordinate and supervise various types of recreational activities; explain and promote recreation programs to departmental personnel, civic and neighborhood groups and interested individuals; interact tactfully and diplomatically with program participants, staff and members of the public; speak and write effectively; determine needs and submit budgetary estimates for a section of the recreation program; prepare and maintain records and reports on all activities supervised.

MINIMUM QUALIFICATIONS

These minimum qualifications establish the education, training, experience, special skills and/or license(s) which are required for employment in the classification. Please note, additional qualifications (i.e., special conditions) may apply to a particular position and will be stated on the exam/job announcement.

Education:

Possession of a baccalaureate degree from an accredited college or university.

Experience:

Requires at least five (5) years of experience in professional recreation work, including at least two (2) years supervising staff and activities in recreation.

License and Certification:

Substitution:

Additional experience in professional recreation work may substitute for the educational requirement as described above on a year-for-year basis (up to a maximum of four (4) years. Thirty (30) semester units or forty-five (45) quarter unit equal to one year.

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 03/05/1973 (Abolishes class 3290 Supervising Recreation Director)

AMENDED DATE: 07/06/16, 01/28/22; 12/23/25

REASON FOR AMENDMENT: *To accurately reflect the current tasks, knowledge, skills & abilities, and minimum qualifications.*

BUSINESS UNIT(S): COMMN SFMTA SFCCD SFUSD