

**NOTICE OF PROPOSED CLASSIFICATION ACTIONS BY
THE HUMAN RESOURCES DIRECTOR**

The following actions are being posted in accordance with Civil Service Rule 109. In the absence of a protest addressed to the Human Resources Director, the proposed changes will become final seven (7) calendar days from the posting date.

Posting No: 19
Fiscal Year: 2025/2026
Posted Date: 05/14/2026
Reposted Date: N/A

AMEND THE FOLLOWING JOB SPECIFICATION(S):
(Job specification(s) attached)

Item #	Job Code	Title	Bargaining Unit
1	3278	Recreation Facility Assistant	0025

Protests on an item should be addressed to the Human Resources Director and can be submitted by mail to the City and County of San Francisco, Department of Human Resources, 1 South Van Ness Ave, 4th Floor, San Francisco, CA 94103 or by email to DHR.ClassificationActionPostings@sfgov.org. All protests must be received in writing no later than close of business seven (7) calendar days from the posting date, and must include the posting and item number(s), the basis on which the protest is submitted and identify the affected parties.

Copies of this notice may be obtained from the Department of Human Resources or from the website at: <http://sfdhr.org/index.aspx?page=109>. Copies of Civil Service Rule 109 may be obtained from the Department of Human Resources, the office of the Civil Service Commission at 25 Van Ness Ave, Suite 720, San Francisco, CA 94102 or from the website at: [Rule 109 Position Classification and Related Rules | Civil Service Commission](#).

- 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 Facility Assistant
Job Code: 3278**

DEFINITION

Under supervision, the Recreation Facility Assistant performs facility monitoring work, light office tasks, customer service duties, set up and take down of tables and chairs and occasional janitorial tasks.

DISTINGUISHING FEATURES

3278 Recreation Facility Assistants performs facility monitoring, while 3279 Recreation Leaders are responsible for recreation, leisure and sport programs and activities.

SUPERVISION EXERCISED

Some positions may supervise temporary or seasonal workers.

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. Open/close, set up, monitor and maintain department facilities including the set up and break down for courses including tables, chairs, audio-visual equipment and other related material and equipment and light custodial functions.
2. Greet, register and answer the questions of visitors.
3. Issue/receive, maintain and monitor use of recreation equipment and supplies.
4. Performs routine clerical work such as answer phones and complete and submit paperwork accurately (certifications, materials & supply requests, etc.)

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Customer service principles and general computer software.

Ability or Skill to: Input data into recreation management database system using computers; communicate orally using the English language in a one-on-one or group setting; demonstrate good judgment; monitor and report to 3286 Facility Coordinator recreation or league activities; handle minor conflicts and administer conflict resolution; outreach and promote interest in recreation activities, work with City staff and groups of all ages and various ethnic backgrounds; work safely without presenting a direct threat to self or others, produce written documents in the English language using pen, pencil and computer; and ability to monitor program participants and assist recreation staff with facility needs for a variety of recreational activities.

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:

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

**Title: Recreation Facility Assistant
Job Code: 3278**

Possession of a High School Diploma or equivalent (GED or High School Proficiency Examination) and

Experience:

500 hours of recreation or facility monitoring

License and Certification:

Certification for First Aid within ~~three (3)~~ six (6) months of appointment.

Substitution:

SUPPLEMENTAL INFORMATION

PROMOTIVE LINES

ORIGINATION DATE: 10/27/15

AMENDED DATE: XX/XX/XX

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

BUSINESS UNIT(S): COMMN