

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached new class specification for the extra-help position of Water Safety Instructor at an hourly salary rate of \$8.00.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

In the past, the swimming lessons offered by Mariposa County have been conducted by a certified Water Safety Instructor working under the Lifeguard classification and compensated at the top step of the experience range. However, in recent years, state regulations have changed which essentially separate this class from that of Title 22 certified lifeguards. While some overlap remains in the requirements (such as for CPR and first aid courses), the water safety instructors require different courses, and substantially more of time is required for training and certification as that for lifeguards. This requested new class specification has been designed to clearly define the separation between lifeguards and swimming lesson instructors. Because of the number of training hours required for certification and the responsibility attached to the job function, it is recommended that an \$8.00 per hour salary rate be continued for this function.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested class specification and hourly salary rate. Make any changes to this specification and salary rate as deemed necessary by the Board.

COSTS: (X) Not Applicable
A. Budgeted current FY \$ _____
B. Total anticipated costs \$ _____
C. Required additional funding \$ _____
D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required
A. Unanticipated revenues \$ _____
B. Reserve for contingencies \$ _____
C. Source description: _____
Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:
Res. No.: 96-182 Ord. No. _____
Vote - Ayes: 5 Noes: _____
Absent: _____ Abstained: _____
 Approved () Denied
 Minute Order Attached () No Action Necessary

The foregoing instrument is a correct copy of the original on file in this office.
Date: _____
ATTEST: MARGIE WILLIAMS, Clerk of the Board
County of Mariposa, State of California
By: _____
Deputy

ADMINISTRATIVE OFFICER'S RECOMMENDATION:
This item on agenda as:
 Recommended
 Not Recommended
 For Policy Determination
 Submitted with Comment
 Returned for Further Action
Comment: _____
A.O. Initials: W

MARIPOSA COUNTY

JOB TITLE: Water Safety Instructor

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

With direction, this classification provides swimming instruction through the summer programs of the Parks and Recreation Division; instructs people in pool safety rules and procedures, both inside and outside the pool area; and helps people learn to be safe when they are in, on, or around water. This position teaches skills and knowledges in a logical progression for aquatic skill development. Instruction covers Water Safety Courses IPAP, Levels I-VII, Basic Water Safety, Emergency Water Safety, and Water Safety Instructor Aide. Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures. This job class exercises responsibility for maintaining a safe environment for swim lessons and is also responsible for maintaining accurate records of swimming classes as well as recording any receipts or donations handled by them. This class may act in a lead capacity to provide oversight of aquatics programs conducted at County facilities located outside the Mariposa town area.

SUPERVISOR: Recreation Program coordinator

TYPICAL DUTIES:

- Provides swimming and water safety instructions for aquatic skill development at progressive course levels
- Gives instructions in pool safety rules and procedures, both inside and outside the immediate pool areas
- Maintains accurate attendance records of all classes held
- Maintains a safe environment in accordance with swimming pool safety rules and procedures
- Administers first aid and CPR as needed
- Performs light cashiering duties including operation of a cash register or use of a cash box, receiving money, making change, and receiving funds for classes
- May assist in the training, assignment and monitoring of work for other summer pool employees
- May assist in maintenance of swimming pool, attendant equipment and use of chemicals
- Explains programs and activities to participants, parents and the general public

MARIPOSA: Water Safety Instructor

TYPICAL DUTIES (Cont'd):

- Supervises program participants to maintain safety, order and discipline
- Performs other related duties similar to the above in scope and function as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- swimming pool safety rules and procedures.
- equipment, materials, and methods used for safe swimming instructions.
- the safe use and care of cleaning materials, chemicals, and equipment used in pool maintenance and general custodial work
- proper safety practices to be followed for a variety of recreational programs

Ability to:

- teach swimming and provide water safety training
- train, direct and monitor swim lesson classes and the work of other summer pool employees
- react quickly and calmly to pool emergencies
- maintain accurate records
- perform mathematical calculations and make change accurately
- use cleaning materials and chemicals safely and efficiently
- understand and follow both oral and written instructions
- communicate effectively in both oral and written forms
- meet the physical requirements necessary to perform the duties of the job
- establish and maintain effective work relationships with those contacted in the performance of required duties.

MARIPOSA: Water Safety Instructor

MINIMUM QUALIFICATIONS:

Current Certification is required as follows:

Emergency Water Safety Course (24 hours), or New Method Lifeguard Training Course (27 hours).

Instructors Candidate Training Course (ICT) or Instructors Health & Safety /Course (IHSE), (either course, 8 hours).

Community CPR (8 hours).

Infant/Child CPR (4 hours).

Basic Life Support CPR (4 hours), or CPR for the Professional Rescuer (CPR/PR 12 hours), or American Heart Association (AHA), BLS for Healthcare Providers (Module Level C), includes 1-man/2-man CPR (12 hours).

Community First Aid course (8 hours).

Title 22 health & Safety course (6 hours).

New Method Water Safety Instructor course (36 hours).

Applicants must be a minimum of 18 years of age.

Note: These qualifications may be amended from time-to-time to conform to current State of California Title 22 regulations

WaterSafety
5/96

B/S 96-182