



## STAFF REPORT

**Meeting Date:** March 15, 2023  
**To:** Board of Directors  
**From:** Michael J. Aho, District Administrator  
**Subject:** Approval of Addition of Seasonal Recreation Coach Position to Salary Schedule  
**Prepared By:** Jennifer Larkin, Administrative Services Manager

### **I. Recommendation**

Approve the addition of a seasonal Recreation Coach position to the District's salary schedule.

### **II. Background**

California Assembly Bill 5 was signed into law in September 2019, addressing employment status when a hiring entity claims that the person it hired is an independent contractor. AB 5 requires the application of the "ABC test" to determine if workers in California are employees or independent contractors for purposes of the Labor Code, the Unemployment Insurance Code, and the Industrial Welfare Commission (IWC) wage orders. The California Supreme Court first adopted the ABC test in *Dynamex Operations West, Inc. v. Superior Court* (2018) 4 Cal.5th 903. Among other things, AB 5 and later AB 2257 added a new article to the Labor Code addressing these issues (sections 2775-2787).

Under the ABC test, a worker is considered an employee and not an independent contractor, unless the hiring entity satisfies all three of the following conditions:

- a) The worker is free from the control and direction of the hiring entity in connection with the performance of the work, both under the contract for the performance of the work and in fact;
- b) The worker performs work that is outside the usual course of the hiring entity's business; and
- c) The worker is customarily engaged in an independently established trade, occupation, or business of the same nature as that involved in the work performed.

### **III. Problem /Situation/ Request**

Prior to AB 5, the District utilized independent contractors for most of its recreation classes. Under the new criteria, there is concern that the ABC test cannot be definitively met when utilizing individual instructors who do not have an independent business and who are teaching classes that fall within the usual course of the District's business of providing recreation opportunities.

The Recreation staff is proposing adding a part-time seasonal Recreation Coach position that would be paid by stipend for the duration of a specific program and then terminated from employment. Initially this will be used in an after-school soccer program in partnership with San Juan Unified School District but could be utilized in other capacities in the future. Mission Oaks Recreation and Park District is currently using this model.

### **IV. Financial Analysis**

There are some costs associated with this model, including:

- Stipend:
- Background check: \$64
- Social Security: 6.2%
- Medicare: 1.45%
- SUI: 6%
- Worker's Compensation Insurance
- CPR Certification

However, the District receives 100% of the class registration fee revenue rather than a split with the instructor as is the process used with independent contractors.

For budgeting purposes, this new classification will be included by the Rec staff in their Fiscal Year 2023-2024 part-time wages costs.

Respectfully Submitted,



Michael J. Aho  
District Administrator

Attachment A: Job Description  
Attachment B: Salary Schedule



# Fair Oaks Recreation and Park District

## Job Description

Job Title: Recreation Coach  
Department: Recreation  
Reports to: Recreation Supervisor and Recreation Manager  
FLSA Status: Non-Exempt  
Revised: Mar 9, 2023  
Pay Rate: Stipend – varies depending on number of weeks

**Job Summary:** Under the direction of the Recreation Supervisor, the Recreation Coach will organize, conduct, participate, and supervise a variety of recreation activities as assigned. The Recreation Coach will be asked to collaborate with other FORPD Staff, San Juan Unified School District Staff, contractors, vendors, and others to provide an enriching and safe environment for youth. This is a seasonal position.

Work will be performed both inside and outside at district public parks, and/or on San Juan Unified School District sites. The main program component is coaching the teams, but it may also include officiating the meets or working the meets as needed. Program, practice, and game times vary, but employees are expected to regularly work evenings and weekends.

**Hours:** Approximately 4-20 hours per month (varies depending on season)

### Essential Functions:

- Coach, teach, motivate, and lead kids throughout each program.
- Deliver curriculum in a safe, high-energy, structured, and quality manner.
- Stay connected and current with information from supervisors.
- Engage and get to know the participants and engage them in fun sports activities.
- Safety - Care for the participant's safety. Make sure that all activities are performed in a safe manner.
- Perform tasks as requested by the Supervisor.
- Work as a team with the other coaches and directors.

### Knowledge, Skill and Experience:

- Desire to work with children and adolescents ages 7-14 (ranges vary based on program).
- Demonstrated maturity, good judgment, and friendliness.
- Ability to stand and actively move for 3-6 hours at a time.
- Willingness to work in varying temperatures and weather, including extreme heat or rain.
- Ability to push, pull and/or lift, up to 50lbs.
- Ability to work effectively and collaboratively with coworkers of varying ages, and experience levels.
- Ability to pass a background check with the Department of Justice.
- Willingness to become CPR/First-Aid Certified.
- Valid identification and reliable method of transportation.

- Organize, conduct and supervise practices and games for various sports including but not limited to: Soccer, Volleyball, Flag Football, Basketball, and Track and Field.
- Instruct, teach and motivate participants to learn and use rules and fundamentals, sportsmanship, team play etc.
- Valid identification and reliable method of transportation.

### **PREFERRED QUALIFICATIONS**

- Knowledge of coaching and officiating techniques and methods.
- Knowledge of the basic rules, fundamentals, and skills of various sports.
- Demonstrated communication skills, both written and oral, as it relates to coworkers, staff, participants, parents, and patrons.
- Demonstrated organization and time management skills.
- Any paid experience supervising or leading others 1 or more years of experience in a recreational setting as a coach, scorekeeper, camp counselor, or another recreational role.
- One or more years of experience working with children and/or adolescents.
- Any college-level coursework in recreation or related field.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess and maintain a valid California class C driver's license, proof of personal vehicle insurance and a satisfactory driving record are required. American Red Cross certification (varies by program, First Aid and CPR certifications required). At the option of the appointing authority persons hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, certifications or specialized education and training relevant to the area of assignment.

### **HOW TO APPLY FOR THIS POSITION:**

When a recruitment opens for this position, an applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached, but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. FORPD reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

### **SELECTION PROCEDURES:**

#### Initial Selection Review:

The Fair Oaks Recreation and Park District reviews all initial application materials to identify qualified applicants. Applicants meeting minimum qualifications will be invited to the first phase of the recruitment process. FORPD reserves the right to refer only the better qualified applicants if the number of applicants is high. If the number of applicants is high, the review process may include a secondary screening (by a panel of job knowledge experts) of the applications and/or supplemental questionnaires in which the better qualified applicants are referred to the next phase of the recruitment process. Because recruitment processes vary, applicants are advised to thoroughly review the job announcement before submitting their online application materials.

#### Testing:

Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, assessment center, oral presentation, project assignment, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation:

In accordance with the Americans with Disabilities Act, anyone who needs an ADA accommodation for the purposes of employment testing should contact the assigned recruiter upon opening of a recruitment.

Withdrawing from Recruitment Process:

Whenever an applicant chooses to withdraw from a recruitment process, he/she is required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions:

All questions regarding this position should be directed to the assigned recruiter upon opening of a future recruitment. NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice.

Equal Opportunity Employer:

The Fair Oaks Recreation and Park District is an Equal Employment Opportunity Employer.

**APPLICATION DEADLINE:** Open Until Filled

**INTERVIEWS:** If selected, interviews will be scheduled through human resources. Candidates must be available to interview between the hours of 8:00am – 5:00pm.

**ASSIGNED RECRUITER:**

Jennifer Larkin

Administrative Services Coordinator/Human Resources

[hr@fairoakspark.org](mailto:hr@fairoakspark.org)

916-966-1036

**Fair Oaks Recreation and Park District  
Current Salary Schedule**

POSITION <u>Full-Time Positions</u>	TIME BASE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	OTHER (negotiated)	Longevity Service		
									10 Yrs. A	15 Yrs. B	20 Yrs. C
District Administrator	Salary (monthly)							\$13,104.03			
Accountant	Salary (monthly)	\$ 4,284.80	\$ 4,499.04	\$ 4,723.99	\$ 4,960.19	\$ 5,208.20	\$ 5,468.61		\$ 5,742.04	\$ 6,029.14	\$ 6,330.60
Administrative Services Manager	Salary (monthly)	\$ 5,903.63	\$ 6,198.81	\$ 6,508.75	\$ 6,834.19	\$ 7,175.90	\$ 7,534.69		\$ 7,911.43	\$ 8,307.00	\$ 8,722.35
Administrative Assistant II	Hourly	\$ 19.86	\$ 20.85	\$ 21.90	\$ 22.99	\$ 24.14	\$ 25.35		\$ 26.61	\$ 27.95	\$ 29.34
Administrative Assistant I - Reg PT	Hourly	\$ 15.50	\$ 16.28	\$ 17.09	\$ 17.94	\$ 18.84	\$ 19.78				
Recreation Superintendent	Salary (monthly)	\$ 6,494.91	\$ 6,819.66	\$ 7,160.64	\$ 7,518.67	\$ 7,894.60	\$ 8,289.33		\$ 8,703.80	\$ 9,138.99	\$ 9,595.94
Recreation Manager	Salary (monthly)	\$ 5,903.63	\$ 6,198.81	\$ 6,508.75	\$ 6,834.19	\$ 7,175.90	\$ 7,534.69		\$ 7,911.43	\$ 8,307.00	\$ 8,722.35
Recreation Supervisor	Salary (monthly)	\$ 4,683.00	\$ 4,917.15	\$ 5,163.01	\$ 5,421.16	\$ 5,692.22	\$ 5,976.83		\$ 6,275.67	\$ 6,589.45	\$ 6,918.92
Recreation Coordinator	Hourly	\$ 20.75	\$ 21.79	\$ 22.88	\$ 24.02	\$ 25.22	\$ 26.48		\$ 27.81	\$ 29.20	\$ 30.66
Preschool Teacher	Hourly	\$ 19.73	\$ 20.72	\$ 21.75	\$ 22.84	\$ 23.98	\$ 25.18		\$ 26.44	\$ 27.76	\$ 29.15
Preschool TA - Recreation Leader II Reg PT	Hourly	\$ 16.31	\$ 17.13	\$ 18.88	\$ 18.88	\$ 18.88	\$ 20.82				
Senior Recreation Leader - Reg PT	Hourly	\$ 17.47	\$ 17.77	\$ 18.66	\$ 19.60	\$ 20.58	\$ 21.61				
Parks & Facilities Superintendent	Salary (monthly)	\$ 6,494.91	\$ 6,819.66	\$ 7,160.64	\$ 7,518.67	\$ 7,894.60	\$ 8,289.33		\$ 8,703.80	\$ 9,138.99	\$ 9,595.94
Park & Facilities Manager	Salary (monthly)	\$ 5,903.63	\$ 6,198.81	\$ 6,508.75	\$ 6,834.19	\$ 7,175.90	\$ 7,534.69		\$ 7,911.43	\$ 8,307.00	\$ 8,722.35
Park Supervisor	Hourly	\$ 26.79	\$ 28.13	\$ 29.54	\$ 31.01	\$ 32.56	\$ 34.19		\$ 35.90	\$ 37.70	\$ 39.58
Lead Park Maintenance Worker	Hourly	\$ 23.76	\$ 24.95	\$ 26.20	\$ 27.51	\$ 28.88	\$ 30.32		\$ 31.84	\$ 33.43	\$ 35.10
Park Maintenance Worker	Hourly	\$ 22.96	\$ 24.11	\$ 25.31	\$ 26.58	\$ 27.91	\$ 29.30		\$ 30.77	\$ 32.31	\$ 33.92
Park Aide - Reg PT	Hourly	\$ 16.18	\$ 16.46	\$ 17.29	\$ 18.15	\$ 19.06	\$ 20.01				
Arts and Entertainment Manager	Salary (monthly)	\$ 5,903.63	\$ 6,198.81	\$ 6,508.75	\$ 6,834.19	\$ 7,175.90	\$ 7,534.69		\$ 7,911.43	\$ 8,307.00	\$ 8,722.35
<u>Part-Time Positions</u>											
		Step 1	Step 1A	Step 2	Step 2A	Step 3	Step 3A	Step 4	Step 4A	Step 5	Step 5A
Arts and Entertainment Associate	Hourly	\$ 15.50	\$ 15.89	\$ 15.75	\$ 16.14	\$ 16.54	\$ 16.95	\$ 17.36	\$ 17.80	\$ 18.23	\$ 18.96
Park Aide I	Hourly	\$ 15.50	\$ 15.89	\$ 15.75	\$ 16.14	\$ 16.54	\$ 16.95	\$ 17.36	\$ 17.80	\$ 18.23	\$ 18.96
Park Aide II	Hourly	\$ 15.90	\$ 15.80	\$ 16.18	\$ 16.59	\$ 16.99	\$ 17.42	\$ 17.84	\$ 18.29	\$ 18.74	\$ 19.20
Facility Monitor	Hourly	\$ 15.50	\$ 15.89	\$ 15.75	\$ 16.14	\$ 16.54	\$ 16.95	\$ 17.36	\$ 17.80	\$ 18.23	\$ 18.96
Recreation Leader I	Hourly	\$ 15.50	\$ 15.89	\$ 15.75	\$ 16.14	\$ 16.54	\$ 16.95	\$ 17.36	\$ 17.80	\$ 18.23	\$ 18.96
Recreation Leader II	Hourly	\$ 15.92	\$ 15.80	\$ 16.18	\$ 16.59	\$ 16.99	\$ 17.42	\$ 17.84	\$ 18.29	\$ 18.74	\$ 19.20
Senior Recreation Leader	Hourly	\$ 16.57	\$ 16.98	\$ 17.41	\$ 17.84	\$ 18.29	\$ 18.75	\$ 19.22	\$ 19.70	\$ 20.19	\$ 20.69

Seasonal Positions

Recreation Coach                      Stipend (varies)

\*District is on a semi-monthly pay schedule






# 8.2 Discussion and Possible Action on Approval of Addition of Seasonal Recreation Coach

Final Audit Report

2023-03-10

Created:	2023-03-10
By:	Jennifer Larkin (jlarkin@forpd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAnlyS2qw95QFTYhj7_cXbAyfv2IFv9vi6

## "8.2 Discussion and Possible Action on Approval of Addition of Seasonal Recreation Coach" History

-  Document created by Jennifer Larkin (jlarkin@forpd.org)  
2023-03-10 - 10:15:46 PM GMT
-  Document emailed to maho@forpd.org for signature  
2023-03-10 - 10:16:03 PM GMT
-  Email viewed by maho@forpd.org  
2023-03-10 - 10:17:40 PM GMT
-  Signer maho@forpd.org entered name at signing as Michael J. Aho  
2023-03-10 - 10:19:03 PM GMT
-  Document e-signed by Michael J. Aho (maho@forpd.org)  
Signature Date: 2023-03-10 - 10:19:05 PM GMT - Time Source: server
-  Agreement completed.  
2023-03-10 - 10:19:05 PM GMT