



Agenda Item No. **B**

CITY OF LONG BEACH

DEPARTMENT OF PARKS, RECREATION & MARINE



2760 N. Studebaker Road, Long Beach, CA 90815-1697
(562) 570-3100 • FAX (562) 570-3109
www.LBParks.org

selected **best in the nation**

November 3, 2015

Civil Service Commission
333 West Ocean Boulevard
Long Beach, CA 90802

Received
HUMAN RESOURCES
15 NOV -5 PM 5:41

HONORABLE COMMISSIONERS:

The Department of Parks, Recreation and Marine is requesting approval for Selective Certification of a Recreation Assistant as an Aquatic Specialist for the Belmont Plaza Pool. Personnel Requisition PR15-016 has been approved to permanently fill one position. This request will require candidates who have aquatics experience and hold the required certifications.

The Recreation Assistant at the Belmont Plaza Pool is responsible for the supervision and evaluation of swim instructors, the LA 84 Grant, staff training, and operation of the outdoor pool. This position requires certification in lifeguarding, CPR for Lifeguards, First Aid, Lifeguard Training Instructor with Title 22, and Water Safety Instructor certification. The skills, knowledge and abilities needed for this position differ significantly from those of the Department's other Recreation Assistants, and therefore, require Selective Certification.

This request is in accordance with Section 28 of the Civil Service Rules and Regulations. Please contact Kenneth Campbell, Personnel Officer, at 570-3188 if you or your staff requires any further information regarding this request.

Sincerely,

Stephen P. Scott
Interim Director of Parks, Recreation and Marine

CIVIL SERV. DEPT. -RCVD.

NOV122015AM 8:52

Human Resources Approval

Director or Designee

11/9/15
Date

**CIVIL SERVICE DEPARTMENT
REQUEST FOR CIVIL SERVICE COMMISSION ACTION GUIDELINES**

REQUEST FOR SELECTIVE CERTIFICATION

**Civil Service Rules and Regulations Section 28
Civil Service Commission Policy Not Applicable**

Form completed by: Parks, Recreation and Marine
Name/Title/Department

Date: 11 - 3 - 2015

Section 1: To be completed by requesting department.

To be completed by
department

Civil Service Dept.
Verification

A requisition is required. The requisition number is: # PR15 - 016.
Has the requisition been received in the Civil Service Department?

Yes No

X

Title of classification. Recreation Assistant - Aquatics Program Specialist

✓

X

Number of vacancies to be filled by this selective certification request.

✓

X

The specific skills that are being requested.

✓

X

The reason for the need for specific skill.

✓

X

This requirement has been previously assessed by Civil Service
If the specific skill has been assessed.

✓

X

Unknown, this requirement has been in place for many years
When the need for the specific skill was identified.

✓

X

Was the specific skill identified on the job opportunity bulletin as a desirable
qualification?

Yes No

X

If the request will require generation of a new eligible list.

✓

X

Quantification of the need for the request.

(Do other employees in the work area have the requested skill? How much time will the
employee be required to use the skill? Will this replace an employee with the same
skill?) Several candidates exist in the City. This skill will be used on a
daily basis. No employee will be replaced with this same skill.

✓

X

Attendance at the Civil Service Commission

- Requesting department.

Notes:

Civil Service staff has reviewed the request and recommends approval. If the request is approved by the Civil Service Commission, staff will provide the Parks, Recreation, and Marine Department with a list of candidates whom meet the Aquatics Program Specialist requirements outlined in this request.