

RESOLUTION 26-48

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE BEAR VALLEY COMMUNITY SERVICES DISTRICT APPROVING THE PARKS & RECREATION MANAGER JOB DESCRIPTION AND AMENDING THE EMPLOYEE WAGE SCHEDULE EFFECTIVE JULY 1, 2026

Section IV of the District's Employee Manual & Personnel Policies states that all job descriptions will be approved by the Board of Directors.

As the District's designated Personnel Officer, the General Manager has prepared the Parks & Recreation Manager job description for the Board of Directors' approval and adoption.

California Government Code section 570.5 requires that public agencies have a publicly available pay schedule that meets the established requirements and adoption by the Board of Directors.

The Board of Directors of the Bear Valley Community Services District resolves that:

1. The job description for the Parks & Recreation Manager is approved; and
2. The Employee Wage Schedule attached to this as Exhibit A replaces the previously adopted Wage Schedule effective as of July 1, 2026.

PASSED, APPROVED AND ADOPTED on July 9, 2026, by the following vote:

AYES:	Lewis, Hernandez, Tabor, Paparella
NOES:	Frevert
ABSENT:	None
ABSTAIN:	None

Paul Paparella, President
Bear Valley Community Services District

ATTEST:

I hereby certify that the above Resolution No. 26-48 was duly introduced, read, and adopted by the District at a regularly noticed meeting held on July 9, 2026.

Denise Jelleschitz,
Secretary of the Board of Directors



Bear Valley Community Services District
Full-Time Bi-Weekly Wage Schedule
Effective July 1, 2026

Classification	A	B	C	D	E	F
Gate Pass Coordinator	1,537.97	1,614.87	1,695.61	1,780.39	1,869.41	1,962.88
Maintenance Worker I	1,972.26	2,070.87	2,174.42	2,283.14	2,397.29	2,517.16
Office Assistant	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Reserve Officer	1,972.26	2,070.87	2,174.42	2,283.14	2,397.29	2,517.16
Wastewater Operator-in-Training (a)	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Water Operator-in-Training (a)	1,972.26	2,070.87	2,174.41	2,283.13	2,397.29	2,517.16
Accounting Technician I	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Administrative Assistant I	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Billing Clerk	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Maintenance Worker II	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Police Technician (a)	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Wastewater Operator I	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Water Operator I	2,563.60	2,691.78	2,826.37	2,967.69	3,116.07	3,271.88
Accounting Technician II	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Administrative Assistant II	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Heavy Equipment Operator (a)	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Information Tech Systems Admin	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Maintenance Worker III	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Police Officer I	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Wastewater Operator II	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Water Operator II	2,692.28	2,826.89	2,968.24	3,116.65	3,272.48	3,436.11
Accounting Technician III	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Administrative Assistant III	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Police Officer II	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Roads Crew Lead	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Wastewater Operator III	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Water Operator III	2,826.63	2,967.96	3,116.36	3,272.18	3,435.79	3,607.58
Administrative Specialist	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Communications Specialist	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Police Officer III	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Wastewater Operator IV	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Water Operator IV	2,968.08	3,116.48	3,272.31	3,435.92	3,607.72	3,788.11
Accountant I	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Administrative Specialist II (c)	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Wastewater Operator V	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Water Operator V	3,116.16	3,271.97	3,435.57	3,607.34	3,787.71	3,977.10
Accountant II	3,428.39	3,599.81	3,779.80	3,968.79	4,167.23	4,375.59
Administrative Supervisor	3,428.39	3,599.81	3,779.80	3,968.79	4,167.23	4,375.59
General Services Supervisor	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Roads Supervisor	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Wastewater Supervisor	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Water Supervisor	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73

Bear Valley Community Services District
Full-Time Bi-Weekly Wage Schedule
Effective July 1, 2026

Classification	A	B	C	D	E	F
Accountant III	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Assistant to the General Manager	3,770.90	3,959.45	4,157.42	4,365.29	4,583.55	4,812.73
Finance Manager	3,959.65	4,157.63	4,365.51	4,583.79	4,812.98	5,053.63
Sergeant	3,959.65	4,157.63	4,365.51	4,583.79	4,812.98	5,053.63
Human Resources Administrator	3,959.65	4,157.63	4,365.51	4,583.79	4,812.98	5,053.63
Parks & Recreation Manager	3,959.65	4,157.63	4,365.51	4,583.79	4,812.98	5,053.63
Public Works Project Manager	4,553.37	4,781.04	5,020.09	5,271.09	5,534.65	5,811.38
Public Works Manager	4,553.37	4,781.04	5,020.09	5,271.09	5,534.65	5,811.38
Administrative Services Director	5,691.59	5,976.17	6,274.98	6,588.73	6,918.16	7,264.07
Finance Director	5,691.59	5,976.17	6,274.98	6,588.73	6,918.16	7,264.07
Public Works Director	-5,691.59	-5,976.17	-6,274.98	-6,588.73	-6,918.16	-7,264.07
Chief of Police (Contract)						6,313.85
Assistant General Manager	6,545.02	6,872.27	7,215.88	7,576.68	7,955.51	8,353.29
General Manager (Contract)						8,461.54

(a) No adopted job description (need to create)

(b) No adopted job description (no incumbent)

(c) No adopted job description (incumbent)

New Positions

Bear Valley Community Services District
Part-Time Hourly Wage Schedule
Effective July 1, 2026

Classification	A	B	C	D	E	F
Clerk	19.23	20.19	21.20	22.26	23.37	24.54
Gate Pass Coordinator	19.23	20.19	21.20	22.26	23.37	24.54
Intern	20.19	21.20	22.26	23.38	24.54	25.77
Laborer	20.19	21.20	22.26	23.38	24.54	25.77
Bookkeeper	23.93	25.13	26.39	27.71	29.09	30.55
Customer Service Specialist	23.93	25.13	26.39	27.71	29.09	30.55
Office Assistant	23.93	25.13	26.39	27.71	29.09	30.55
Police Technician	23.93	25.13	26.39	27.71	29.09	30.55
Wastewater Operator-in-Training	23.93	25.13	26.39	27.71	29.09	30.55
Water Operator-in-Training	23.93	25.13	26.39	27.71	29.09	30.55
Billing Clerk	31.10	32.65	34.29	36.00	37.80	39.69
Police Officer I	35.99	37.79	39.68	41.66	43.74	45.93

BEAR VALLEY COMMUNITY SERVICES DISTRICT

JOB DESCRIPTION

JOB TITLE:	PARKS & RECREATION MANAGER
DEPARTMENT:	PARKS & RECREATION
REPORTS TO:	GENERAL MANAGER

JOB SUMMARY:

Under general direction of the General Manager, plans, organizes and manages the operations and activities of the Parks & Recreation Department with responsibility for the operation, planning, administration, financial management and intergovernmental relations for parks, recreation and lake management activities.

DISTINGUISHING CHARACTERISTICS:

This is a department head position with responsibility for the overall planning, administration and management of all parks, recreation, camps and youth enrichment programs and subject only to the direction of the General Manager. Departmental planning and operations are coordinated with activities of other departments and developed within the framework of District policies. The incumbent has primary responsibility for planning and administering all aspects of District recreation facilities including all programs offered at these facilities, use of the District's camps properties, and District parks and lakes.

SUPERVISION RECEIVED/EXERCISED:

This classification receives general direction from the General Manager. The position exercises direct and indirect supervision to staff, seasonal employees, outside contractors and vendors.

ESSENTIAL FUNCTIONS STATEMENTS:

Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills, and other characteristics. This list of duties is illustrative only and is not a comprehensive listing of all functions and tasks performed by this position.

ESSENTIAL FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all the listed duties and may be required to perform additional or different duties from those set forth below to address agency or departmental needs and changing business practices.

- Works closely with the District Manager, Board of Directors, other District departments, other public and private organizations and agencies, and citizens groups and commissions in developing an integrated and comprehensive approach to addressing problems and formulating programs and projects for implementation.
- Plans, organizes, coordinates, administers, and directs the work of the department through the deputy director, division and section heads; develops and directs the implementation of goals, objectives, policies, procedures, work standards, and budget

for the department; directs the development and implementation of management systems, procedures, and standards for program evaluation;

- Directs the preparation of annual and long-term business plans, and proforma financial statements to analyze the feasibility of new or improved business operations; drafts business plans which include revenue and cost analysis; recommends various types of fees including fees for berths; ensures appropriate fiscal systems and controls are implemented for the sound fiscal operation of business activities;
- Ensures compliance of parks, recreation, camps and marina activities to pertinent codes, regulations, and guidelines; monitors developments related to capital improvement projects and maintenance; evaluates their impact;
- Prepares and directs the preparation of complex written reports and studies for the District Manager, Board of Directors, boards and commissions, and outside funding agencies; works closely with and provides technical assistance, directly or through subordinate staff, to citizen boards and commissions;
- Manages, plans, coordinates and integrates departmental programs, operations, and policies with other District departments and staff, outside agencies, and citizen organizations, committees, and ensures public participation in parks, recreation, and camps planning and design; develops and provides effective service standards to meet the needs of parks, recreation, camps and lake users and ensures timely delivery of service; responds to citizen complaints, initiatives, and inquiries;
- Ensures the proper management of special assessments; prepares plans for bond issues for parks and recreation development as appropriate;
- Reviews staff work, existing policies, and operating procedures for overall effectiveness and develops effective programmatic approaches;
- Responsible for the selection, supervision, work evaluation, and discipline of staff and provides for their training and development; ensures effective employee relations and grievance handling by the department;
- Oversees the planning and acquisition, layout and maintenance of new parks, or marina facilities, and the redevelopment of existing areas and recreation and camps facilities.
- Performs other duties as assigned.

KNOWLEDGE & ABILITIES

To perform this job successfully, individuals in these classifications must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Principles and methods of waterfront, marina, recreation, camps facility and parks planning and design, maintenance, operations, boating, and environmental conservation and ecology at the local and regional level;

- Thorough knowledge of local, state, and federal laws applicable to public recreation, parks and waterfront projects;
- Administrative principles and methods, including goal setting, employee supervision and development, personnel administration, employee relations, program development and implementation;
- Principles and practices of budget development and administration, grant funding application and administration, cost accounting, accounts receivables, and profit/loss analysis techniques and financial record keeping;
- Effective methods for ensuring and facilitating citizen participation in parks, recreation, camps and marina issues;
- Principles and practices of contract administration and evaluation; and
- Social, political and environmental issues influencing program planning and administration.

Skill in:

- Planning, organizing, administering and coordinating a variety of complex functional specialties;
- Analyzing complex and sensitive economic, administrative, operational, and organizational problems related to parks, recreation and waterfront issues, evaluating alternatives and reaching sound conclusions;
- Planning, developing and implementing effective parks, recreation and waterfront programs, based upon community needs, available resources and District priorities and policies;
- Developing and implementing goals, objectives, policies, procedures, work standards, and management controls;
- Planning, preparing and administering the department budget;
- Establishing and maintaining cooperative working relationships with a variety of citizens including patrons, community and private organizations, boards and commissions, and other District staff;
- Establishing and maintaining an effective public relations program;
- Selecting, motivating and evaluating staff and providing for their training and effective placement; ensuring the preparation of clear, concise, and complete reports and other written material and the maintenance of accurate records and files;
- Coordinating multiple complex projects and meeting critical deadlines;
- Exercising sound independent judgment within established guidelines;
- Representing the District effectively in meetings with other governmental agencies, community groups, businesses, financial institutions, boards and commissions, and the public.

Ability to:

- Plan, manage, organize, and prioritize activities relating to department operations;
- Select, train, supervise, and evaluate staff;
- Make reasonable decisions within limited time frames or emergency situations;
- Identify and recommend solutions to potential or immediate problems;
- Respond effectively to customer complaints;
- Establish and maintain effective working relationships with the public, employees, regulatory agency officials, consultants, contractors and others;
- Communicate clearly and effectively with the public, employees, and representatives of other governmental agencies, both orally and in writing (including records, reports, correspondence, and other written materials).

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Possession of normally functioning olfactory sensation; Vision in the normal range, with or without correction, and normal color vision; hearing in the normal range with or without correction; balancing, climbing, ascending and descending ladders; driving; kneeling, crouching, making repetitive hand or body motions, sitting, speaking, standing, stooping, bending, using hands and fingers, walking. Occasionally lift and carry up to 25 pounds.
- Travel from job site to job site sitting in vehicle; bend, squat, climb, kneel and twist while performing work.
- While performing the duties of this class, employees are regularly required to interact with District staff, the public, and others encountered in the course of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While much of the planning, organizing, and paperwork is done in the office, incumbents often must work outdoors and use proper work safety precautions/procedures, as assignments may involve exposure to various weather and environmental conditions; travel to different work sites over a rural geographic area.

Work hours are between 8:00 am and 5:00 pm, Monday through Friday. May need to respond on-site to on-call or emergency situations, which may arise at any time, including evenings, weekends, holidays, etc. These hours are subject to change to meet the needs of the District.

EDUCATION, EXPERIENCE & TRAINING

Any combination of education, training, and experience which would likely provide the required knowledge, skills, and abilities is qualifying as determined solely by the District. A typical way to obtain the required knowledge and abilities is as follows.

Education:

Equivalent to a bachelor's degree in business, marketing, recreation, planning, public administration, or a closely related field of study. A master's degree in a related field may be substituted for one year of the non-management experience.

Experience:

Four years of increasingly responsible experience in full scope supervision of personnel and the maintenance and operations of parks and recreation facilities and programs that has led to the acquisition of the required knowledge, skills and abilities. Related experience must include two years of management of programs including policy formation, program planning, development, and implementation. Experience in providing services and facilities for fees-for-use by the public and working with community organizations is desirable.

License or Certificate:

Possession of a valid Class C driver's license issued by the California Department of Motor Vehicles. Ability to maintain a clean driving record is required.

Possession of First Aid and CPR certifications or obtain within the first six months in the position.

Possession of a Certified Park and Recreation certificate is highly desirable.

DISASTER SERVICE WORKER:

In accordance with Government Code Section 3100, District employees, in the event of a disaster, are considered disaster service workers and are required to report for duty and respond accordingly.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act: Exempt

Bargaining Unit: At-Will

Appointment and Removal Authority: General Manager

Approved: __/__/26

I have reviewed and agree to abide by the position requirements.

Employee Signature: _____ Date _____