

RANCHO SIMI RECREATION AND PARK DISTRICT

Rancho Simi Recreation and Park District is a special district, a type of government agency that is governed by a five-member elected board of directors. The District is located within Ventura County and encompasses approximately 113 square miles. It serves an estimated 143,000 persons, which includes the City of Simi Valley, the community of Oak Park, and various unincorporated areas within Ventura Co. The District owns more than 6,000 acres of land. Over fifty developed park sites of various sizes and characteristics account for approximately 518 of these acres, with the remainder representing open space or undeveloped park land. Many varied recreation activities and programs are also offered year-round. The District employs around 83 full-time and hundreds of part-time personnel. A summary of employee benefits and employment standards is listed below.

FULL-TIME EMPLOYEE BENEFITS

Salary: Each job classification has an 11-step salary range.

Annual Leave: Annual leave benefits are based upon length of service: less than 5 years accrues 15 days; 5-10 years accrues 21 days; over 10 years 25.5 days

Holidays: 12 paid holidays observed per year, plus 1 paid floating holiday that is designated by the employee.

Insurance: District pays premium for term life insurance covering employee in the amount of \$50,000; District contributes up to \$438/month towards the premium for coverage under a CalPERS health insurance plan .

Flexible Benefit Payment: District provides a Flexible Benefit Payment of \$382/month, which the employee may apply towards their PERS health insurance premium, direct into their Flexible Spending Account, or apply to their pay.

Flexible Spending Account: Employees may direct a portion of their pay so that eligible health & dependent care expenses can be paid with pre-tax dollars.

Retirement: Employees contribute to Social Security, and are also enrolled in PERS. The PERS benefit is 2% @ 60, based upon a 3-year average of the employee's highest income years with District. The employee and employer contributions to PERS are paid by the District.

Retiree Health Insurance: Employees retiring under PERS may receive up to \$438/month towards the premium for coverage under a PERS health insurance plan.

457 Deferred Compensation Plan: Employees may elect to defer a part of their compensation on a pre-tax basis.

Education Reimbursement: Employees may be reimbursed for pre-approved job-related tuition and book expenses.

Uniform Allowance: District provides uniforms and cleaning service for maintenance and Park Ranger personnel; limited reimbursement for protective footwear is also available to specified positions.

EMPLOYMENT STANDARDS

Employment Standards: Please carefully review the employment standards section of this "Employment Opportunity" bulletin to determine your qualifications.

Probation: Probationary period is six months, and may be extended. Unsatisfactory performance may result in termination. Employment is "at-will".

Background Check: Background of each candidate selected to fill a position will be reviewed, including fingerprinting results, to determine eligibility for employment.

Physical Activity Standards: Most positions require as the last step in the hiring process that the candidate successfully completes a pre-employment medical examination. A Tuberculin Skin Test is included in the pre-employment exam.

Drug Testing: Specific positions requiring specialized commercial driver's licenses will be included in the Dept. of Transportation drug testing program and must undergo random drug screening.

Application and How to Apply: An original, fully completed, dated and signed Rancho Simi Recreation and Park District application and supplemental questionnaire are required to apply for a position. These documents must be received by the Park District by the closing date and time indicated on the front of this bulletin. Faxed or electronic submissions are not accepted. Applicants should be specific and fully indicate experience and other qualifications on their application; additional sheets may be attached, if needed. Resumes are not accepted in lieu of a fully completed application. Falsification or omission of information during the application and screening process is disqualifying, and can be cause for termination.

Reasonable Accommodations: The District is an Equal Opportunity Employer. Under the Americans with Disabilities Act (ADA), the Park District will provide reasonable accommodations to qualified individuals with disabilities. You may contact Human Resources to discuss potential accommodations.

RANCHO SIMI RECREATION AND PARK DISTRICT

Human Resources, 1692 Sycamore Drive, Simi Valley,
California 93065

(805) 584-4400; www.rsrpd.org

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