

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Introduction

An Essential Functions Position Analysis (EFPA™) describes the classification/position and not the work of an individual employee. It is a critical tool to use when determining if or how a candidate's or employee's work restrictions may impact the traditional physical/mental/emotional demands of the position. The EFPA assists the parties to determine where discussions relating to reasonable accommodation need to begin. It is intended to be a straightforward document providing the reader with the following: 1) core purpose for the position, 2) essential functions which are critical or fundamental to the successful performance of the position, 3) work environment and conditions where the essential functions are performed, 4) listing of skills and abilities that an individual must possess to perform the essential functions, and 5) the mental and emotional demands required to successfully perform the essential functions. EFPA's are also key documents to provide to physicians to ensure that they understand the position and can identify specific work restrictions or activities that may not be safe for an individual to perform.

POSITION TITLE	DEPARTMENT / DIVISION
POOL LIFEGUARD	PARKS AND RECREATION

I. Classification/Position Summary:

Observes an assigned section of a swimming pool to preserve order, prevent accidents, and effect rescues.

Position Details	Part Time and seasonal; Hourly
Work Hours / Hours per Week	Shifts range based on season and need; seasonal employment is typically the end of May through the beginning of August; shifts are typically between 5 and 8 hours working 40 hours or less; part time annual positions average 30 hours per week
Days of the Week	Shifts can be assigned Sunday through Saturday working up to 6 days during peak season
Overtime /Holidays Required	Yes; as assigned and preapproved
Paid / Unpaid Breaks	One 30-minute meal break if working over 6 hours per day
Position represented by a Collective Bargaining Agreement?	Yes; Service Employees International Union (SEIU)

NOTES: Positions allocable to this class work under the administrative and technical supervision of a pool manager and the technical direction of a senior pool lifeguard. Incumbents provide continuous surveillance of an assigned section of a swimming pool and adjacent deck area to enforce pool ordinances and regulations and to detect patrons who are, or may be in need of rescue. Incumbents also teach beginner and advanced swim classes. Incumbents must exercise a knowledge of first aid, swimming and life saving techniques, and pool ordinances and regulations in order to provide for the safe use of a swimming pool. Incumbents must have the physical strength, stamina and swimming skills to effect rescues in a swimming-pool setting.

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

II. Essential Functions of Classification/Position:

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. The following functions have been determined to be essential only after carefully evaluating them and determining: the function is the primary reason for which the position was established; removing the function would fundamentally change the position, or eliminate the need for the position; there is a lack of qualified employees available to perform such a function; and for some functions, there are severe consequences if the position is not required to perform the function and the function requires specialized expertise. Essential Functions will be reviewed for each incumbent and the above criteria will be evaluated to ensure that a particular function remains essential for a particular candidate or employee in need of accommodation.

Essential Functions

Actual assignment hours may vary. This document is based on an 8-hour day and 40 hour per week schedule.

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
1	<p>POOL MONITORING: Conducts continuous surveillance of assigned pool area for signs of swimmers in trouble and for violations of pool and safety regulations and performs water rescue of pool patrons as needed; elicits compliance with and enforces pool ordinances and rules; refers persistent violators to the senior lifeguard or pool manager; performs other related duties as assigned.</p> <p>It was clarified in interviews that incumbent works at assigned pool facility in the South, North or East sections; cautions swimmers regarding unsafe practices and safety hazards; monitors activities at the pool to prevent accidents; completes scans of area surrounding assigned tower or deck area; monitors for drowning signs by patrons in pool (i.e. cries for help, hesitation, signs of struggle, etc.); addresses misbehavior in accordance to facility rules and regulations giving warnings and informing Senior or Supervisor if misbehavior continues (i.e. running, using cellphone, eating, diving, rough housing, belongings checked in, etc.); utilizes blowhorn to address patrons and whistle (emergency only) if needed; responsible for the availability and safekeeping of emergency equipment (i.e. ring buoys, tubes, backboard, signs and other equipment); prepares the facility for events such as open swim, lap swim, classes, etc.; inspects facilities for cleanliness, including picking up debris as needed.</p> <p>It was further clarified in interviews that incumbent rotates assigned station for pool monitoring either roving pool deck or seated in chair tower; rotation of assignments is typically 20-30 minutes; informs replacing lifeguard of previous misbehavior.</p>	<p>50% to 80% of the shift, concurrent with essential duties #3,4,5,6,7</p>
2	<p>SWIMMING INSTRUCTION: Teaches beginner and advanced swim classes using standard departmental lesson plans and demonstrations; may coach individual or team aquatic sports and assist with aquatic special events; performs other related duties as assigned.</p> <p>It was clarified in interviews that incumbent will be assigned to teach swim classes consisting of baby and momma, six months to four years, youth and adult in various ability levels; incumbent may be assigned to teach any age or swimming level; maintains a maximum of 10 to 1 student to teacher ratio or will pair with another lifeguard if exceeded; may also be assigned for smaller groups especially in off-season; teaches 1-3 classes per shift during peak season; teaches water comfortability, floating, freestyle, fly, back and breast strokes, diving, etc.</p> <p>It was further clarified in interviews that incumbent may be assigned to teach specialty water classes (i.e. water aerobics, swim team, etc.) based on an established area of expertise.</p>	<p>Zero to 36% of the shift, concurrent with essential duties #5,6,7</p> <p>It is noted that time allocation for this duty can vary highly depending on season and assigned shift.</p>

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
3	<p>EMERGENCY / SAFETY / FIRST AID: Administers first aid to victims of near-drownings, heart seizure, heat exhaustion, broken bones or lacerations; releases seriously injured victims to senior lifeguard or pool manager; performs other related duties as assigned.</p> <p>It was clarified in interviews that incumbent follows Emergency Action Plan (EAP) and procedures established in the event of an emergency; rescues swimmers in distress or in danger of drowning; attends to any medical situations (i.e. cuts and bruises, seizures, unconscious/fainting, heart issues, etc.) and calls 911 when needed; clears deck of patrons near incident; performs first aid and CPR; dresses wounds, applies sting repellent, etc.; utilizes buoys, tubes and removes injured/unconscious patrons from pool with backboard; swims, dragging victims to safety; must keep water safety certification current at all times; all incumbents must also be first aid and CPR certified, meeting established American Red Cross guidelines; asks questions of affected patron and/or family members; completes incident reports for all first aid or safety issues and enters into computer; may activate a safety alert in the pool with one whistle blast for a major issue (i.e. active drowning, serious injury, etc.).</p> <p>It was further clarified that incumbent conducts daily inspection of first aid and lifesaving equipment; checks oxygen tank and AED operation; ensures fanny pack is stocked with required items.</p> <p>It was also clarified that incumbents must be alert and aware of swimmers in distress; punctual return from breaks is important to ensure the safety of swimmers.</p>	Zero to 25% of the shift, concurrent with essential duties #1,5,6,7
4	<p>POOL/FACILITY MAINTENANCE: Performs pool maintenance tasks such as backwashing the water filter, testing the water chlorine and pH levels and adding chlorine and muriatic acid to bring the level up to standards; fills pool with water to established level; cleans the deck, vacuums the pool and ensures that first aid equipment complies with health and safety standards; Maintains, repairs and takes inventory of first aid and lifesaving equipment; performs other related duties as assigned.</p> <p>It was clarified in interviews that incumbent completes general pool facility cleaning and maintenance duties; inform manager when supplies are needed and if equipment needs repair; utilizes pool cleaning equipment and testing chemicals; takes samples of water and tests for acidity/alkalinity; informs supervisor of needed chemicals; hoses and sweeps pool deck; operates pool vacuum; cleans out pool gutters; sets up chairs and table on decks if necessary; maneuvers tower chair to/from pool; organizes supplies in storage areas; raises and lowers umbrellas and tents as required; stacks/unstacks chairs; sets up barricades; covers/uncovers pool with tarps; cleans deck and pool of vomit, feces, blood, etc.; organizes storage areas; cleans all areas of facility and office as needed.</p> <p>It was further clarified that incumbents in the closing shift will participate in cleaning of restrooms and locker rooms; cleans and sanitizes restroom from top to bottom including floors, stalls, partitions, mirrors, walls, toilets, urinals, sinks, showers and fixtures; sweeps and brushes floors; picking up debris and placing in trash receptacles; emptying trash; returns lost and found items to office.</p> <p>Clarification was provided that incumbent does not currently backwash the water filter or add chlorine and muriatic acid to pool water.</p>	6% to 18% of the shift, concurrent with essential functions #1,5

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

#	Description of Essential Functions	Percentage of Typical Work Day / Notes
5	EQUIPMENT OPERATION: It was clarified in interviews that incumbent operates a variety of equipment in the course of duties; utilizes pool vacuum, brooms and brushes, lifesaving equipment (i.e. tubes, ring buoys, backboard, etc.); operates pool tarping crank; first aid/medical equipment (i.e. oxygen tank, AED, first aid kit, resuscitation masks, etc.); utilizes lifeguard stand, fanny pack, whistle and blowhorn; swimming lesson tools and toys (i.e. noodles, kick boards, dumbbells, pull buoys, etc.); pool water testing equipment; transport carts; cleaning supplies. Incumbent also utilizes computer and associated peripherals (i.e. mouse, keyboard, printer, etc.); may utilize gym workout equipment.	25% to 50% of the shift , concurrent with all other essential functions
6	RECORDS / LOGS / REPORTS: May prepare and submit written reports of pool-related incidents to immediate supervisor; performs other related duties as assigned. It was clarified in interviews incumbent obtains chemical counts hourly by sampling pool water, using water testing kit and recording results; completes checklist by inspecting items such first aid kit supplies, oxygen tank levels, lifesaving gear, cleaning supplies, etc. and provides list of needed supplies to supervisor; complete incident, victim and rescue reports for first aid, medical, safety issues, disciplinary issues (fights, etc.).	6% to 12% of the shift , concurrent with essential duties #1,3,4,5,7
7	CUSTOMER SERVICE / COLLABORATION: It was clarified in interviews that incumbent will be responsible to regularly check in with site supervisor; provide general information on pool operation to patrons; create an educational, safe and inviting experience for all participants; communicate via phone, email and in person; collaborate with coworkers, locker room attendants on cleaning and maintenance needs; respond to interruptions from patrons with questions; communicate with site staff, event coordinators, emergency personnel and others about work being performed; answer questions concerning work; maintain positive public relations at the pool facility; appropriately represent the County and facility at all times through words, actions and appearance.	100% of the shift , concurrent with all other essential duties
8	MEETINGS / TRAININGS: It was clarified in interviews that incumbent attends a weekly staff meeting; takes twice yearly recertification assessments (primary and secondary) at the beginning and end of peak season; tests on emergency medical response yearly; passing of all assessments is required prior to appointment to the position.	6 to 8 hours per month
9	PHYSICAL FITNESS: Engages in the physical fitness program established by the department in order to maintain capability to perform pool lifesaving duties; performs other related duties as assigned. It was clarified in interviews that incumbent is responsible to maintain fitness level to perform duties and pass assessments; during downtime, incumbent may be allowed to swim laps, run a mile or other 30 minute workout on gym equipment; otherwise, fitness is upheld on own personal time.	Zero to 6% of the shift

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

III. Non-Essential Functions

#	Description of Non-Essential Function	Percentage of Typical Work Day / Notes
A	TRANSLATION DUTIES: It was clarified in interviews that incumbent may provide oral or written translation from English to a second language and back; explains program information, safety rules, general instructions, etc. to non-English speaking customers.	As needed, if applicable

IV. Physical Requirements:

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Weight Bearing Activities				
Weight Bearing <i>(standing & walking)</i>	Frequent to Continuous	6 Hours	1,2,3,4,5,7,9,A	Monitoring pool from deck; conducting swim instruction from deck; performing sweeping and brushing; inspecting first aid and lifesaving supplies; maneuvering pool tarp; testing pool water; providing first aid; cleaning restrooms and locker room; vacuuming pool; maneuvering tower chair; getting supplies; setting up and taking down umbrellas, chairs and tents; taking out or putting away bins of swim accessories; performing physical fitness; setting up barricades
Standing	Occasional to Frequent	30 Minutes	1,2,3,4,5,7,9,A	Walking guards may pause to scan pool area, then walk again; conducting swim instruction from deck or in pool; performing sweeping and brushing; inspecting first aid and lifesaving supplies; maneuvering pool tarp; testing pool water; providing first aid; cleaning restrooms and locker room; vacuuming pool; setting up and taking down umbrellas, chairs and tents; performing physical fitness; setting up barricades

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Walking	Occasional	5 Minutes	1,2,3,4,5,7,9,A	Roving lifeguard duty; monitoring pool area; performing sweeping and brushing; inspecting first aid and lifesaving supplies; maneuvering pool tarp; testing pool water; providing first aid; cleaning restrooms and locker room; vacuuming pool; getting supplies; setting up and taking down umbrellas, chairs and tents; taking out or putting away baskets of swim accessories; setting up barricades
Walking <i>on uneven terrain</i>	Occasional to Frequent	3 Minutes	1,2,3,4,5,7,9,A	Teaching classes on sloping shallow pool floor; to and from parking lot; using stairs or ramps; around aquatic facility. Surfaces can include slopes, curbing, concrete, asphalt, grass, dirt, slippery/wet surfaces, etc.
Running	Infrequent to Seldom	Seconds (emergency) 30 Minutes (fitness)	1,2,3,9,	Responding to emergencies with patrons; performing physical fitness
Jumping	Infrequent to Seldom	1 Minute	1,2,3,9	Jumping into pool; using diving boards; off tower chair; performing physical fitness
Climbing <i>ladder, stairs, stools</i>	Seldom to Occasional	Seconds	1,4,5,7	Climbing ladders up to tower chair; using stairs; utilizing step stool
Balancing <i>above ground</i>	Seldom to Occasional	1 Minute	1,4,5,7,A	Standing up on tower chair; climbing ladders up to tower chair; standing near edge of pool
Bending <i>at the waist</i>	Occasional	3 Minutes	1,2,3,4,5,6,7,9,A	Wiping off tables and chairs; aligning chairs on pool deck; performing locker checks; completing paperwork; talking to a patron in the pool; testing pool water; demonstrating swim strokes; performing water lifesaving techniques; picking up trash; maneuvering pool tarp; operating tarp reel; cleaning restrooms and locker room; vacuuming pool; providing first aid; picking up equipment, toys, etc. ; setting up barricades
Twisting at waist <i>side to side</i>	Occasional to Frequent	Seconds repetitively	1,2,3,4,5,6,7,8,9,A	Monitoring pool from deck or tower chair; providing first aid; cleaning restrooms and locker room; vacuuming pool; conducting swim instruction from deck; performing sweeping and brushing; performing all water lifesaving techniques; demonstrating swim strokes; setting up barricades

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
 500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Stooping <i>slight bend at knees</i>	Seldom	2 Minutes	1,2,3,4,5,6,7,9,A	Testing pool water; maneuvering pool tarp; conducting swim instruction from deck; picking up trash; wiping down surfaces; talking to a patron in the pool; demonstrating swimming strokes; kitchen maintenance duties; providing first aid; cleaning restrooms and locker room; vacuuming pool; picking up tower chair; setting up rope lines; setting up barricades
Squatting	Seldom to Occasional	3 Minutes	1,2,3,4,5,6,7,9,A	Testing pool water; maneuvering pool tarp; conducting swim instruction from deck; picking up trash; wiping down low surfaces; talking to a patron in the pool; demonstrating swimming strokes; providing first aid and CPR; cleaning restrooms and locker room; vacuuming pool; setting up rope lines; cleaning out pool gutters
Other / Sedentary / Non-Weight Bearing				
Sitting	Occasional to Frequent	30 Minutes	1,3,5,6,7,A	Tower lifeguard duties; completing paperwork; assisting a small child; providing first aid; attending meetings or trainings
Driving	Never	N/A	N/A	N/A
Kneeling <i>one or both knees</i>	Seldom to Occasional	30 Minutes	1,2,3,4,5,6,7,A	Testing pool water; maneuvering pool tarp; conducting swim instruction from deck; wiping down low surfaces; talking to a patron in the pool; demonstrating swimming strokes; providing first aid and CPR; cleaning restrooms and locker room; vacuuming pool; setting up rope lines; cleaning out pool gutters
Crawling <i>on hands and knees</i>	Never	N/A	N/A	N/A
Lying Down <i>back, side or stomach</i>	Infrequent to Seldom	5 Minutes	2,4,7,A	Swimming; demonstrating swim strokes; using a kick board; safety exercises during training sessions; cleaning out pool gutters

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Upper Extremity / Arm Movement				
Pushing	Occasional to Frequent	Seconds	1,2,3,4,5,7,9,A	Operating tarp reel; maneuvering pool tarp on and off; moving instruction bin of supplies with floats, dumbbells, kickboards, etc.; transporting barricades; opening/closing doors; moving baskets of swim accessories/equipment; moving tower chair; sweeping and brushing; vacuuming pool; swimming
Pulling	Occasional to Frequent	5 Minutes	1,2,3,4,5,7,9,A	Operating tarp reel; pulling pool covers on and off; moving aqua aerobics basket of supplies with floats, dumbbells, kickboards, etc.; transporting barricades; opening/closing doors; moving baskets of swim accessories/equipment; moving tower chair; sweeping and brushing; vacuuming pool; swimming
Reaching – above shoulder level	Seldom to Occasional	Seconds Repetitively	1,2,3,4,5,7,9,A	Signaling to patrons; setting up and taking down umbrellas and tents; climbing onto lifeguard tower; putting supplies away on higher shelves; handing items to coworkers while in pool; demonstrating swim strokes; swimming; performing physical fitness
Reaching – at shoulder level	Occasional	Seconds	1,2,3,4,5,7,9,A	Using whistle or blowhorn; writing on clipboard; holding/tossing rescue tube or life ring; swimming; accessing life ring box; demonstrating swim strokes; performing first aid; performing physical fitness
Reaching – below shoulder level	Occasional to Frequent	30 Minutes	1,2,3,4,5,6,7,8,9,A	Completing paperwork; teaching swim classes; holding lifesaving devices and blowhorn; operating tarp reel; providing first aid and CPR; cleaning restrooms and locker room; wiping down surfaces; vacuuming pool; picking items up off ground; moving baskets of swim accessories or supplies; setting up barricades; cleaning pool gutters; picking up trash; performing physical fitness
Steering	Seldom	Seconds	1,2,4,5,A	Moving baskets of swim accessories, barricades or supplies; moving tower chair

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
 500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Physical Activity Performed	Frequency	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed	
Cervical Spine / Neck Movement					
Extension of the neck <i>looking upward</i>	Seldom to Occasional	2 Minutes	1,2,3,4,5,7,A	Monitoring the pool area; looking up at tower chair from deck; looking up to coworker/patron from pool; first aid duties while kneeled; demonstrating swim strokes	
Flexion of the neck <i>looking downward</i>	Frequent to Continuous	30 Minutes	1,2,3,4,5,6,7,8,9,A	Monitoring pool from deck; conducting swim instruction from deck; performing sweeping and brushing; inspecting first aid and lifesaving supplies; maneuvering pool tarp; testing pool water; providing first aid; cleaning restrooms and locker room; vacuuming pool; maneuvering tower chair; getting supplies; demonstrating swim strokes; taking out or putting away bins of swim accessories; performing physical fitness; setting up barricades	
Twisting of the neck <i>side to side</i>	Frequent	Seconds Repetitively	1,2,3,4,5,6,7,8,9,A	Monitoring pool from deck; conducting swim instruction from deck; performing sweeping and brushing; inspecting first aid and lifesaving supplies; maneuvering pool tarp; testing pool water; providing first aid; cleaning restrooms and locker room; vacuuming pool; maneuvering tower chair; getting supplies; setting up and taking down umbrellas, chairs and tents; taking out or putting away bins of swim accessories; performing physical fitness; setting up barricades	
Upper Extremity / Hand Activities					
Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Fine Manipulation	Occasional to Frequent	Seldom to Occasional	30 Minutes	1,2,3,4,5,6,7,A	Handwriting; filling out paperwork/log book; computer usage; testing pool water; inspecting fanny pack; oxygen tank checks; using whistle or blowhorn; performing first aid; sweeping into dustpan; tying knots; wiping down surfaces; using two-way radio

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
 500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

Physical Activity Performed	Dominant Hand	Non - Dominant Hand	Maximum Time Performed Before Break	Occurs in Essential Function(s)	Examples of How Activity is Performed
Keyboarding / Typing	Seldom	Seldom	20 Minutes	6,A	May enter incident report into computer; entering work hours
Simple Grasp	Frequent to Continuous	Occasional to Frequent	30 Minutes	1,2,3,4,5,7,9,A	Performing sweeping and brushing; inspecting first aid and lifesaving supplies; using writing utensils and clipboard; testing pool water; providing first aid; cleaning restrooms and locker room; vacuuming pool; getting supplies; taking out or putting away swim accessories; using whistle or blowhorn
Up & Down Flexion of Wrist	Occasional to Frequent	Seldom to Occasional	5 Minutes	1,2,3,4,5,7,9,A	Demonstrating swim strokes; aqua aerobics instruction; swimming; using hand signals to signal coworkers; bringing whistle/blowhorn to lips; providing first aid; cleaning restrooms and locker room; vacuuming pool; sweeping; maneuvering pool tarp; lane line adjustments; cleaning activities; tossing lifesaving devices
Side to Side Motion of Wrist	Occasional to Frequent	Seldom to Occasional	5 Minutes	1,2,3,4,5,7,9,A	Demonstrating swim strokes; aqua aerobics instruction; swimming; using hand signals to signal coworkers; providing first aid; cleaning restrooms and locker room; vacuuming pool; sweeping; maneuvering pool tarp; lane line adjustments; cleaning activities; tossing lifesaving devices
Turning / Rotation of Wrist or Hand	Seldom	Infrequent to Seldom	5 Minutes	1,2,3,4,5,7,A	Wiping surfaces; using keys; turning door knobs; turning pool tarp crank
Gross Manipulation	Seldom to Occasional	Seldom to Occasional	5 Minutes	1,2,3,4,5,7,9,A	Performing lifesaving techniques; turning pool tarp crank; pull tarp and ropes; maneuvering tower chair; climbing ladder into tower; assisting swimmer from pool; pulling swimmer from pool on backboard; maneuvering bins of pool supplies and accessories; setting up barricades; weight training for physical fitness
Powerful Grasp/ Tight Grasp	Seldom to Occasional	Seldom to Occasional	5 Minutes	1,2,3,4,5,7,9,A	Performing lifesaving techniques; turning pool tarp crank; pull tarp and ropes; maneuvering tower chair; climbing ladder into tower; assisting swimmer from pool; pulling swimmer from pool on backboard; maneuvering bins of pool supplies and accessories; setting up barricades; weight training for physical fitness

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

V. Lift/Carry Weight Requirements:

Weight Lifted / Carried (lbs.)	Frequency	Max. Height Lifted	Distance Carried	Examples of How Activity is Performed	Occurs in Essential Function(s)
1 to 10	Frequent to Continuous	Above Shoulder	50 Yards	Rescue tube and ring buoy; whistle; clipboard; vacuum hose; paperwork/checklists; blowhorn; swim accessories; chairs; fanny pack; one gallon containers (8#); first aid/ CPR supplies	1,2,3,4,5,7,9,A
11 to 25	Seldom to Occasional	To Shoulder	10 Yards	Full baskets of swim accessories/equipment; lane lines; two one gallon container (15#); tent; umbrella; box of pool equipment; multiple barricades	1,2,3,4,5,7,9,A
26 to 50	Seldom	To Waist	3 Yards	Baskets of equipment; kids in emergencies; lifting kids into or out of water during swim lessons; lifting tower chair; 4 one gallon containers; sections of pool tarp	1,2,3,4,5,7,A
51 to 75	Infrequent to Seldom	Below Waist	2 Yards	Patrons while performing lifesaving techniques; backboard with person on it; extracting people from pool; training exercises	1,2,3,5,7,A
75 plus	Infrequent to Seldom	Below Waist	2 Yards	Patrons while performing lifesaving techniques; backboard with person on it; extracting people from pool; training exercises	1,2,3,5,7,A
NOTES: N/A					

VI. Operational Requirements:

Description of Equipment/ Machinery/Vehicle	Typical Work Day Usage/Operation	Description of Equipment / Machinery/Vehicle	Typical Work Day Usage/Operation
Whistle / blowhorn	Frequent to Continuous	Computer and associated peripherals	Seldom
Fanny pack with basic first aid supplies	Frequent to Continuous	Lifesaving equipment (i.e. tubes, ring buoys, backboard, etc.)	Occasional to Frequent
Pool tarps; lane lines	Seldom to Occasional	Barricades	Infrequent to Seldom
Pool vacuum	Infrequent to Occasional	Cleaning supplies	Seldom to Occasional
Brooms and brushes	Seldom to Occasional	Lifeguard tower chair	Occasional to Frequent
Water testing equipment	Seldom to Occasional	Transport carts/bins	Seldom
first aid/medical equipment (i.e. oxygen tank, AED, first aid kit, resuscitation masks, etc.);	Seldom to Occasional	Swim accessories (i.e. noodles, kick boards, dumbbells, pull buoys, etc.)	Infrequent to Frequent

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

VII. Work Environment:

Summary / Overview of Environmental Conditions: Position is performed primarily outdoors, at the Los Angeles swim facilities. Job is performed indoors occasionally, when performing duties in the guard duty office, customer service counter or attending trainings as required. Outdoor surfaces for work environment may consist of concrete, asphalt, sloping hills, uneven grass and dirt, sloped pool bottoms.

Workplace Environment/ Conditions/Exposures	Frequency	Description
Indoors	Occasional to Frequent	Facility office; customer service counter; locker room checks; meeting and training rooms; pump room for water testing
Outdoors	Frequent to Continuous	Pool deck; in guard tower chair; around facility
Customer / Public Contact	Continuous	Coworkers; general public; swim lesson patrons; supervisors; other County employees
Fragrances / Scents / Odors	Occasional to Frequent	Bodily odors; general public odors (i.e. cigarettes, alcohol); cleaning supplies and agents; sunblock; chlorine; acid; food odors; various outdoor plant life
Traffic	Never	N/A
Humid / Wet / Extreme Heat	Infrequent to Occasional	Outdoor temperature can change significantly from start to end of shift; seasonal weather conditions; will work outdoors during inclement weather
Chemicals / Cleaners / Fumes / Vapors	Occasional to Frequent	Chlorine; exhaust from vehicles on street and parking lot; local land fires
Excessive Noise / Decibels	Seldom to Frequent	Kids; vehicles; planes; door alarms; fire alarms; nearby freeway vehicles; pool equipment kids playing; chemical/pump room
Working Above Ground	Occasional to Frequent	Climbing to and sitting in lifeguard tower chair
Lighting / Lumen	Continuous	Direct and indirect sunlight; fluorescent light indoors
Bloodborne Pathogen Exposure / Working with Biohazards	Infrequent to Seldom	Potential to come in contact with blood or other bodily fluids from injured or sick patrons; vomit/urine/fecal matter on deck or in pool; cleaning restrooms
Dust, Fine Particles, Allergens	Infrequent to Continuous	Seasonal weather conditions
Vibration	Infrequent to Seldom	Pushing carts or bins over uneven ground
Corrosives / Toxic Substances	Infrequent to Seldom	Pool chemicals; chlorine; muriatic acid
Low / High Voltage	Infrequent to Seldom	Plugging or unplugging clock watch, music player, pool vacuum
Dangerous / Explosive Hazards	Never	N/A
Confined Spaces	Never	N/A
Machinery	Never	N/A
Exposure to / Operation of Heavy Machinery	Never	N/A
Other	Never	N/A

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

VIII. Communication Abilities / Sensory Functioning:

Sensory Demand / Method	Frequency	Performed in Functions	Notes / Examples
Smell: <i>Distinguish odors, able to smell for dangerous gases, smoke, fires, spoiled food, vapors, dampness, waste, decomposing animals, etc.</i>	Seldom to Occasional	1,2,3,4,5,7	Emergency situations; to be able to smell fire or foreign substance to alert other personnel; restroom cleaning needs; chemical spills
Sight: <i>Distinguish objects, depth perception, field of vision, color identification, near and far acuity necessary to operate equipment, machinery, etc.</i>	Continuous	1,2,3,4,5,6,7,8,9	See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment. Exposure to computer screens. Monitoring patrons in pool and on deck; performing water tests; paperwork; cleaning and maintenance
Hearing: <i>Comprehend oral language and sounds and react appropriately.</i>	Frequent to Continuous	1,2,3,5,6,7,8,9	Hear in the normal audio range with or without correction. Exposure to noise. Listening for cries for help; listening to questions of patrons and coworkers; answering phone
Speaking: <i>Orally communicate information and ideas with comprehension</i>	Occasional to Frequent	1,2,3,4,5,6,7,8	To assist co-workers, responding to phone calls, answering questions; swim instruction; enforcing pool regulations and addressing misbehavior
Reading: <i>Comprehend the written word</i>	Seldom to Occasional	1,2,3,4,5,6,7,8,9	Printed material; computer data; forms; handwritten notes; training materials; checklists and logs; incident reports; daily calendar; schedules; pool chemical labels and test results; telling time
Writing: <i>Composing communications in writing</i>	Seldom to Occasional	1,2,3,4,5,6,7,8	Handwriting, computer data entry, memorandums; incident reports; facility checklists and logs; taking notes
Math: <i>Compute a series of numeric variables, measurements,</i>	Seldom to Occasional	1,2,3,4,5,6	Simple calculation checks on data entry being verified, purchasing counts for supplies; counting number of patrons in pool during watch; time tracking; testing pool water

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

IX. Personal Protective Equipment / Safety Training and Devices:

Personal Protective Equipment and Safety Training and Devices: It was clarified in interviews that the following safety equipment is provided to incumbent: lifesaving devices; whistle; fanny pack with latex gloves and basic first aid supplies; CPR mask; hydrogen peroxide; AED, Oxygen tank, hazmat suit; safety barricades, cones and signs; sunblock; hats/visors; heavy coats; sunglasses; uniforms shirts and bathing suit/trunks. Incumbents have access to first aid kits and fire extinguishers.

It was clarified in interviews that incumbents must also be first aid and CPR certified, meeting established American Red Cross guidelines.

X. Position Qualifications:

Education/Training/Experience:	No experience is required.
Licenses / Certifications:	A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions; candidates must have the ability to swim 500 yards. Certification resulting from the successful completion of the Department of Parks and Recreation's Lifeguard Training Program consisting of First Aid to The Emergency Medical Response Level, Cardiopulmonary Resuscitation and Automated External Defibrillator (CPR/AED) for the Professional Lifeguard, Resuscitation-Oxygen Administration, American Red Cross Bloodborne Pathogens Certificate and Lifeguard Training for the Professional Rescuer will be required before appointment to the position.
Physical Class:	4 - Arduous
Vision:	At least 20/30 in each eye with correction, and at least 20/200 with both eyes open without correction.

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

XI. Mental and Psychological Demands of Position:




Mental / Psychological Demand	Required (Yes / No)	Occurs in Essential Functions	Notes / Examples
UNDERSTAND AND FOLLOW DIRECTIONS – with little or no direction	YES	1,2,3,4,5,6,7,8,9	Ability to understand written or oral instructions and follow directions with little or no additional direction or supervision. Ability to ask simple questions or request assistance and identify when assistance is needed; ability to recognize potential hazards and follow appropriate precautions.
MEMORY	YES	1,2,3,4,5,6,7,8,9	Ability to remember locations and work procedures; ability to perform activities of a routine nature; ability to understand and remember detailed instructions
REGULAR AND RELIABLE ATTENDANCE	YES	1,2,3,4,5,6,7,8	Ability to perform activities within a schedule, maintain regular attendance and be punctual; ability to complete a normal work day and / or work week and perform at a consistent pace to meet productivity expectations. It was clarified in interviews that reporting for start of workday and returning from breaks as assigned is essential to the safety of the operations of the pool.
PROBLEM SOLVING	YES	1,2,3,4,5,6,7,8	Ability to set realistic goals or make plans independently of others; ability to respond appropriately to changes in the work conditions; ability to make independent decisions or judgments based on appropriate information
ABILITY TO PERFORM COMPLEX AND VARIED TASKS	YES	1,2,3,4,5,6,7,8	Ability to synthesize, coordinate and analyze data; ability to perform jobs requiring precise attainment of set limits, tolerances or standards; ability to perform a variety of duties, often changing from one task to another of different nature without loss of efficiency or composure
ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORK RELATIONSHIPS	YES	1,2,3,4,5,6,7,8	Ability to get along with co-workers or peers; ability to get along with diverse groups of people and customers/clients; monitor and adjust personal behaviors to support positive work environment for company/organization; ability to interact appropriately with people; ability to respond appropriately to evaluation or criticism.
SUPERVISE/LEAD AND INFLUENCE OTHERS	YES	1,2,3,4,5,6,7,8	Ability to negotiate with, instruct or supervise people; ability to convince or direct others; ability to perform work activities requiring negotiating with, explaining or persuading.

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift

COUNTY OF LOS ANGELES
500 WEST TEMPLE STREET, SUITE 588, LOS ANGELES, CA 90012
ESSENTIAL FUNCTIONS POSITION ANALYSIS™

XII. Persons Interviewed:

The following persons were interviewed as subject matter experts on the classification/position. Their signatures signify their agreement that to their best knowledge the document represents the current and traditional physical, mental and emotional demands of the classification/position and not of any one particular assignment or incumbent.

Name	Position Title	Signature	Date
Rick Tang	Aquatics Manager		5/29/20
Ricardo Vera	Pool Lifeguard		5/27/2020
Vicky Santana	Human Resources Manager		6/1/20

XIII. Sources:

Observed Position Performance: No	Job Description Utilized for Document Creation: Yes, February 6, 2013	Interviewed Participants: Yes, November 8, 2019
---	---	---

In order to develop this Essential Functions Position Analysis, the Consultant utilized information which was provided by the above employer participants. It is the employers and participants noted above whom are ultimately responsible for confirming the accuracy of all information outlined in this report. Any changes made to this document will require the organization to obtain new signatures to again confirm changes are correct across the classification. It is recommended this document be reviewed periodically for accuracy prior to its intended use.

Consultant Completing EFPA:
Matthew McSorley, Consultant Essential Functions Position Analysis Development Shaw HR Consulting, Inc. 107 N. Reino Road # 414 Newbury Park, CA 91320 Phone: 805.573.5110 Fax: 805.464.3535 matthew@shawhrconsulting.com

Frequency Definitions: **Never** = Does not occur ever, or may not ever occur for some incumbent; **Infrequent** = May occur, but not on a daily basis; **Seldom** = Occurs less than 30 minutes per shift; **Occasional** = Occurs 31 minutes to 2.5 hours per shift; **Frequent** = Occurs 2.6 to 5.5 hours per shift; **Continuous** = Occurs more than 5.6 hours per shift