

**Santa Monica Community College District
Personnel Commission**

Athletic and Kinesiology Equipment Specialist

CONCEPT OF THE CLASS

Under general direction, Positions in this classification are responsible for organizing and maintaining the uniforms, supplies and equipment used by kinesiology and athletic teams, and preparing uniforms and equipment for all athletic events. This classification ensures uniforms and athletic equipment are sanitary, clean and comply with applicable collegiate sports regulations.

DISTINGUISHING CHARACTERISTICS

The Athletic and Kinesiology Equipment Specialist is responsible for maintaining inventory, receiving, issuing, repairing and maintaining athletic uniforms, equipment and supplies used by athletic teams and kinesiology, and set up and breakdown for all athletic events.

The Athletic Trainer is responsible for the development and implementation of a program for the prevention and care of injuries to student athletes, including the administration of emergency first aid, and provision of treatment and rehabilitation of injuries according to standard procedures and directions as provided by medical professionals.

ESSENTIAL DUTIES

Maintains inventory of all athletic and fitness equipment, supplies, and uniforms for Athletic and Kinesiology; determines and implements methods for maintaining an accurate and current inventory.

Receives, stores, and issues a wide variety of athletic equipment, supplies, and uniforms to students.

Assembles and dismantles field equipment, and associated supplies for home games, practices, and kinesiology classes.

Launders athletic uniforms and towels according to schedules and timelines; Ensures that game and practice uniforms and towels are laundered and ready for athletic events.

Measures, sizes, and fits athletes with proper equipment and uniforms to ensure that they are in compliance with NCAA (National Collegiate Athletic Association), NOCSA (National Operating Committee on Standards for Athletic Equipment), CCCAA (California Community College Athletics Association) rules and regulations; Ensures that football helmets are certified for use.

Packs equipment and supplies for away games and ensures that the equipment and supplies are accounted for and loaded on bus and/or District vehicle when necessary; may travel with team on bus.

Completes the set-up and take-down of facilities for all athletic events and kinesiology classes (e.g. football, volleyball, basketball); ensures the completion of the set-up and take-down of facilities.

Takes inventory and evaluates Athletic and Kinesiology supplies and equipment, and makes any needed minor repairs.

Drives District truck or car to away games or on errands, such as picking up equipment or supplies needed for the performance of work.

Monitors the assignment of lockers; maintains and ensures student locker and shower rooms are clean, orderly, and lockers are functional.

Assists in the purchase of Athletic and Kinesiology equipment and supplies.

Maintains contact with vendors to provide up-to-date information on equipment, supplies, prices, and the latest trends in athletic equipment.

~~Monitors locker and shower rooms and ensures that they are maintained in a clean and orderly condition. Maintains and ensures student locker rooms are clean and orderly, and lockers are functional.~~
Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Supervision Received

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Supervision Exercised

Positions in this classification do not supervise others, but may provide guidance and work direction to student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

~~e~~Equipment, materials, and supplies used by college athletic and kinesiology programs

~~Knowledge of p~~Proper fitting of ~~an~~ athletic uniforms, including related regulations imposed by the NCAA (and NOCSA) or other related regulatory agencies

~~Knowledge of m~~Methods of cleaning, maintaining, repairing, and storing ~~athletic~~ uniforms and equipment

~~Knowledge of a~~Appropriate safety precautions and procedures associated with athletic programs

~~Knowledge of s~~Storage and inventory methods

~~Knowledge of b~~Basic record keeping techniques

Methods and techniques for setting up, taking down and storing athletic equipment

Ability to:

~~e~~Organize, maintain and repair athletic equipment

~~Ability to e~~Operate a motor vehicle in a safe and efficient manner, and follow all traffic laws

~~Ability to m~~Maintain an accurate and up-to-date inventory of all athletic equipment and uniforms

~~Ability to w~~Work independently with minimal supervision

~~Ability to m~~Meet schedules and timelines

~~Ability to e~~Communicate effectively both orally and in writing

Organize, set priorities and exercise sound independent judgment within areas of assigned responsibility

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Operate a computer using computer applications, programs and standard office equipment

Organize and maintain specialized files and confidentiality of employee and student information

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

~~Ability to e~~Establish and maintain ~~professional and effective~~~~cooperative~~ working relationships with District management, staff, students, the public and others encountered~~those contacted~~ in the course of work, in a diverse, multicultural and multi-ethnic educational environment.

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from high school or equivalent.

Experience Requirement:

One (1) year of experience fitting, storing, issuing, and repairing of athletic equipment, supplies, and uniforms for a wide range of college or high school sports such as football, basketball, soccer, baseball, water polo, swimming, and track and field. A minimum of one season assisting a high school or collegiate level football program with equipment and uniforms is preferred.

Special Requirement:

~~Position in this classification is required~~Willingness and ability to work a varied hours able schedule

Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

Class CA valid Ddriver Llicense

WORKING CONDITIONS AND PHYSICAL DEMANDS

Disclosure:

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. 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.

Working Environment:

Incumbents in this position work both inside and outside in a variety of conditions, including exposure to various temperatures and weather conditions. Employees in this position work within a variety of locations, including the team room, locker rooms, laundry rooms, athletic fields, in gyms for indoor sports, and other locations. Candidates are required to drive and/or travel on a team bus to various locations.

Physical Demands:

While performing the duties of this position, employees in this classification must stoop, bend, stretch, and lift and carry objects weighing up to 50 pounds. Standing for long periods of time is required.

CLASS DETAIL

Job Family: Instructional Support (Student Services/Classroom)
FLSA Status: Non-exempt
Personnel Commission Approval Date: 7/1985
Class History: Athletic Equipment and Repair Attendant
Athletic Equipment Specialist
Revision Date(s): 08/89, 04/95, 11/09/06 Hay Study; 05/19/10,
11/16/11, 1/20/16, 2/19/20, [12/15/21](#)

AGENDA REPORT NO.

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
ATHLETIC & KINESIOLOGY EQUIPMENT SPECIALIST**

DATE: December 15, 2021

TO: Members of the Personnel Commission

FROM: Carol Long, Director of the Personnel Commission

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Athletic & Kinesiology & Equipment Specialist**.

As part of the cyclical review process, we are reviewing classifications in Athletics. The SMC Athletics Department provides the opportunity for student-athletes to achieve personal excellence in both academics and athletics. The Department is committed to a competitive program that serves the interest of the student body and encompasses the ethical values and educational philosophy of the College's mission, through programs that are competitive at the conference, regional, and state levels, aspiring to exemplify SMC's commitment to excellence and bring positive recognition to both the institution and the community.

The Athletics & Kinesiology Equipment Specialist classification was originally created in August 1989. This classification was last revised and retitled on February 2020 to better clarify departments the classification is assigned to and prepare for an upcoming recruitment. There are currently three incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2020-21. Incumbents in the Athletics job discipline, as well as CSEA, were invited to participate in a class study orientation on March 29, 2021 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 19, 2021.

Personnel Commission staff met with Reggie Ellis, Director, Athletics and Lydia Ayala, Assistant Director, Athletics, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification. Classification revisions were sent for review to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept, essential duties performed, distinguishing characteristics and KSAs (knowledge, skills, and abilities), and update the minimum qualifications.

Incumbents in this role are responsible for organizing and maintain uniforms, supplies and equipment used by Kinesiology and athletic teams, set-up and breakdown for athletic events, and maintain inventory. Incumbents also ensure and maintain uniforms and athletic equipment are sanitized, clean and comply with collegiate sports regulations.

A comprehensive survey of comparable agencies was conducted. The salary survey of standard benchmark organizations resulted in moderate to strong job matches, which are identified and presented below, with some variability in assigned functions but with comparable level of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN
Santa Monica College	Athletic and Kinesiology Equipment Specialist	\$4,132	\$5,023	\$4,578
Cerritos College	Locker and Equipment Specialist	\$3,779	\$4,533	\$4,156
El Camino College	Athletic and Physical Education Attendant	\$3,631	\$4,627	\$4,129
Foothill DeAnza CCD	Facilities and Equipment Assistant	\$3,996	\$5,327	\$4,662
Glendale College	Athletic Equipment Attendant	\$3,546	\$4,525	\$4,036
Long Beach City College	Equipment Technician	\$3,884	\$4,777	\$4,331
Los Angeles CCD	Physical Ed/Athletics Facilities Assistant	\$3,642	\$4,408	\$4,025
North Orange County CCD	PE/Athletic Equipment Coordinator	\$4,003	\$4,850	\$4,427
Pasadena City College	Athletic Equipment Attendant	\$3,544	\$4,523	\$4,034
Riverside CCD	Athletic Equipment Manager	\$4,275	\$5,203	\$4,739
Santa Barbara City College	Athletic Equipment Attendant	\$3,198	\$3,895	\$3,547
State Center CCD	Athletic Equipment Manager	\$4,073	\$5,010	\$4,542
Ventura County CCD	Physical Ed - Athletic Equipment Manager	\$3,896	\$5,379	\$4,638
	Average	\$3,789	\$4,755	\$4,272
	25th Percentile	\$3,610	\$4,525	\$4,035
	50th Percentile	\$3,832	\$4,702	\$4,243
	75th Percentile	\$3,998	\$5,058	\$4,566
	80th Percentile	\$4,002	\$5,164	\$4,618
	90th Percentile	\$4,073	\$5,327	\$4,700
	SMC % RANK	94%	73%	76%
	SMC Differences From AVG	8.30%	5.34%	6.68%
	SMC Differences From MED	7%	6%	7%

The current salary range for Athletic & Kinesiology Equipment Specialist is \$4,132 to \$5,023 per month (Classified Employee Salary Schedule, Range 26). In this survey, SMC is in the 76th

median percentile compared to all benchmark agencies with comparable classifications. Since current salary meets the College's goal to target base median salary at or above the 70th percentile, salary reallocation is not recommended.

Cyclical review results have been sent to the incumbents, CSEA, Business Services, Human Resources, and executive leadership.

The following chart shows related classifications in this job discipline and current salary allocation for each classification:

JOB TITLE	MIN	MAX	RANGE	% DIFF BETWEEN LEVELS
Athletic Trainer	\$5,963	\$7,248	41	44.31%
Athletic & Kinesiology Equipment Specialist	\$4,132	\$5,023	26	14.62%
Athletic Activities Assistant*	\$3,605	\$4,382	21	

**Pending review*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for the Athletic & Kinesiology Equipment Specialist.

DISPOSITION BY THE COMMISSION

Amendments/Comments

MOTION MADE BY:
 SECONDED BY:
 AYES:
 NAYS:
 ABSTENTIONS: