



IN REPLY REFER TO

United States Department of the Interior

BUREAU OF INDIAN AFFAIRS
Office of Indian Education Programs
Human Resources Office
P.O. Box 769
Albuquerque, New Mexico 87103

MAY 17 2006

Memorandum

To: All Education Line Officers
Principals
Program Managers/Supervisors
Business Managers/Technicians

From: BIE Human Resources Officer *Kay Hayes*

Subject: Excepted Qualification/Job Category Standard 21-01, Recreation Technician, GS-0189

Attached for your immediate use is the Excepted Qualification/Job Category Standard 21-01, Recreation Technician, 0189, approved in April 2006. This standard cancels and replaces the Job Category 21, Recreation Assistant, March 19, 1980. Significant changes were made to the basic education and experience requirements. In addition to High School Diploma, six months related experience is now required for Level 01, and Level 02 is added. And the position title is changed to Recreation Technician. The new standard applies immediately to all advancements, new contracts, and contract renewals.

If you have any questions, please contact Ms. Doris A. Willie, OIEP Human Resources Specialist, at (505) 563-5307, or Kay Hayes, OIEP Human Resources Officer, at (505) 563-5300.

Enclosure

Job Category: 0189
Excepted Qual Standard: 21-01
Approved April 2006
Authority: P.L. 95-561



DIRECTOR, BIE

RECREATION TECHNICIAN

CATEGORICAL PAY LEVELS

Minimum Pay Level: 01
Maximum Pay Level: 02

DESCRIPTION OF WORK

This job category covers positions that perform assistant and/or technician work in support of an established recreation or sports programs. Practical knowledge of one or more recreational or sports activities, such as athletics, outdoor recreation, general recreation, competitive sports, cultural, and arts and crafts is required. In addition, Level 2 work requires a limited technical knowledge of the physical and psychological factors in, and the purpose and organization of recreational or sports activities. Duties typically include such tasks as organizing, scheduling, implementing, and directing preplanned activities; explaining and enforcing established rules and procedures; providing guidance or instructions in the proper use of materials or equipment, and techniques associated with the activity; encouraging program participation, or promoting and publicizing the activity. Some Level 2 positions provide technical assistance to Recreation Therapist in providing therapeutic recreational activity for the physically or psychologically ill or handicapped as an integral part of their total education.

LEVEL OF RESPONSIBILITY

Level 01 – Recreation Technician: Level 01 technicians perform assistant and/or technician work in support of a recreation or sports program. Responsibilities require few choices since majority of the work is preplanned and routine, requiring the execution of simple and/or well-defined recreational or sports activities. These positions work under close supervision of a Recreation Specialist.

Level 02 – Recreation Technician: Level 02 work involves providing technical support to a recreation or sports program, or recreation therapy program. The work involves actual participation with the program planning and promotion, guidance and instruction, and independently organize, implement, and direct assigned activities under the supervision of a recreation specialist or sports director. Level 02 technicians are expected to operate independently within established instructions and guidelines. Specific problems not covered by instructions or standard operating procedures are referred to a supervisor or designated employee for assistance and/or a decision.

POSITION TITLE:

The basic official title is *Recreation Technician*. Use the basic title without parenthetical specialty title as the official position title for those positions that include two or more specialized activities when none predominates or no established specialty. Official title may be supplemented with parenthetical designator to denote unique program area only, e.g., Recreation Technician (Sports), Recreation Technician (Cultural), Recreation Technician (Outdoor), etc.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS

Level 01 – High school or GED diploma and six months related experience.

Level 02 – Associate Degree or completed 60 semester hours from an institution of higher education, plus one year of related experience.

CONDITION OF EMPLOYMENT:

If the position requires operation of a motor vehicle in performance of work, a valid State Driver's license is a prerequisite. Some positions involve work transporting students to and from recreational or sports activity/event or therapy. A valid State Driver's license must be maintained as a condition of employment; failure to do so may result in removal from the position.

If the position requires operation of school buses, a Commercial Driver's License (CDL) is an absolute requirement. A valid CDL must be maintained as a condition of employment; failure to do so will result in removal from the position. In accordance with Department of Interior/Indian Affairs' Drug-Free Workplace Program all positions with CDL requirements are "Testing Designated Positions". Therefore, as a condition of employment, incumbents of these positions are subject to random drug testing. (Note: If required to drive a school bus it should be stated in the position description and identified as such.)

PHYSICAL REQUIREMENTS:

Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters are required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required. In most instances, an amputation of arm, hand, leg, or foot will not disqualify an applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, applicants must have mental and emotional stability.

The position requires normal physical activity with the work, field travel, and to attendance at meetings and conferences from the duty station.