



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Strategic Planning & Rec Services		Staff Park & Recreation Specialist	549-336-1088-003
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Statewide Planning Branch		General & Recreation Planning Supervisor	S01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Gen & Recreation Planning Unit		HQ	
STATE HOUSING (Check only if required)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing Required			Senior PRS, Gen & Rec Planning Mgr
POSITION DESCRIPTION			
<p>The Staff Park and Recreation Specialist will work under the direction of the Strategic Planning and Recreation Services Division’s General and Recreation Planning Manager. The position oversees personnel and the Division’s efforts in the development and implementation of general and recreation plans, programs, and projects. This position will lead and supervise a small group of Park and Recreation Specialists and other staff working as a unit, and personally perform the most difficult and highly sensitive work assigned to the unit.</p>			
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
40%	<p>General Planning and Program Coordination Supervise personnel responsible for design, development, and implementation of a wide range of studies and analyses on planning and recreation issues including reports, feasibility studies, assessments, master plans and similar land use planning documents to meet the long-range strategic needs of the State Park System and the Statewide Park and recreation delivery system. Supervise staff and contractors to design, develop and implement California State Park unit General Planning documentation and services, including: resource evaluations, mapping, and summaries; identification of park units’ most valuable resources, core mission, and vision in Cornerstone Documents; and resource inventories, management issue scoping, and development of alternatives and other required elements to develop General Plans and required complex environmental documents. Coordinate and lead related public engagement outreach tools (newsletters, websites, email), meetings, workshops, sites visits, and data integration; produce internal, legislative, and public reports. Coordinate with potential local and regional recreation providers and land managers in regional planning efforts. Manage CNRA grants. May supervise staff supporting the State Park & Recreation Commission.</p>		
35%	<p>Management and project-specific planning Supervise staff to create, collect, compile, organize, analyze data, and produce management plans and project-specific plans to guide particular aspects of State Park System units’ management, including: Road & Trail Management Plans, Interpretation Management Plans, Facilities Management Plans, and Visitor Use Management Plans, among others. Coordinate and manage related public engagement outreach tools (newsletters, websites, email), meetings, workshops, sites visits, and data integration; produce internal, legislative, and public reports. Undertake studies regarding specific recreational activities relative to trends, issues, needs or opportunities. Oversee development and coordination of technical assistance materials for the use of local government park and recreation agencies, through surveys, guidebooks, articles and written materials, and participation in workshops, forums, conferences, and training sessions. Develop and update Department policy and guidance documents, implement priority actions, and develop decision support tools. May include data collection and management, project scoping, and project management.</p>		



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20%	Supervision/Personnel Administration and Program Development Administer, coordinate, and supervise program activities and staff. Assure appropriate administrative principles of the Department's Affirmative Action Program objectives are met, apply principles of personnel management and supervision, program development and evaluation. Motivate assigned staff to meet group and organizational goals and relationships; train subordinate staff to perform difficult, sensitive staff work. Perform staff-related administrative functions including preparation of documents for personnel management, training, and oversight. Monitor and advise on relevant legislative analysis and proposals; oversee program and project budgets including contracts; prepare reports and correspondence as needed. Provide special program assistance to General and Recreation Planning unit manager and Statewide Planning Branch Chief, including development and formulation of related Department policies and regulations.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as necessary for operational continuity. Participate in other meetings, Department-wide functions, and provide other services, as assigned, to support Department goals and objectives and/or to assist Division and District programs. Serve on committees and special work groups established to address related issues of Department importance. Review, coordinate, and edit program correspondence. Represent the Division or the Department to provide planning input to other Divisions or agencies, as needed.	
TYPICAL WORKING CONDITIONS		
<ul style="list-style-type: none"> • 80% office environment, requiring daily and frequent use of personal computer and a variety of office software applications, including web-based communications at a workstation, seated in a normal seated position for extended periods of time. • Involves interpersonal interactions with visitors, community organizations, students, academics, and staff. • 20% work in the field, in a range of climatic environments from hot, dry areas, coastal beaches, forests, chaparral, and steep terrain; may include extreme weather, temperatures, elevations, dirt, dust, fumes, unpleasant odors, traffic, and/or loud noises. 		
SPECIAL REQUIREMENTS:		
Willingness to occasionally work evenings and weekends as needed. Attentive to the needs of the public, enthusiastic, and highly motivated. Periodically travel Statewide to meet District and Departmental program needs. A Valid Class C Driver's License is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE