

DUTY STATEMENT

OFFICE OF EXPOSITION PARK MANAGEMENT

☐ Current
☐ Proposed

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

1. POSITION INFORMATION

CIVIL SERVICE CLASSIFICATION:	WORKING TITLE:
Exposition Police Officer	Police Officer
NAME OF INCUMBENT:	POSITION NUMBER:
	314-603-1944-
CBID/WWG/PROBATION:	UNIT NAME:
R07/ 2 / 12 months	Department of Public Safety
SUPERVISOR'S NAME:	SUPERVISOR'S CLASSIFICATION:
	Sergeant
SCHEDULE / SHIFT:	REVISION DATE:
	7/12/2024

Duties Based on: ☒ FT ☐ PT– Fraction _____ ☐ INT ☐ Temporary – 999 hours per fiscal year

2. REQUIREMENTS OF POSITION**Check all that apply:**

- | | |
|--|--|
| ☐ Conflict of Interest Filing (Form 700) Required | ☐ EPA Section 608 Technician Certification |
| ☒ State Issued Uniform | ☒ Requires Fingerprinting & Background Check |
| ☒ Requires DMV Pull Notice | ☐ Bilingual Fluency (<i>specify below in Description</i>) |
| ☒ Medical Examination/Testing | ☐ Other (<i>specify below in Description</i>) |

Description of Position Requirements:

(e.g., Class C driver's license, bilingual, frequent travel, graveyard/swing shift, etc.) *Click to enter text*

3. DUTIES AND RESPONSIBILITIES OF POSITION**General Statement:**

(Briefly describe the position's organizational setting and major functions)

Under the direction of the Exposition Police Sergeant, the Exposition Police Officer patrols the buildings and grounds of Exposition Park to aid in crime prevention, protection of life and property, and maintain peace and order. Exposition Police Officers in Range B are peace officers under California Penal Code Section 830.3 and are authorized to carry firearms on and off duty. The Exposition Police Officer is responsible for a full range of public safety services including, but not limited to 1) emergency response; 2) preventative patrol; 3) law enforcement; 4) initial and follow-up investigation of criminal activity or unusual incidents; 5) special event security; 6) crowd control and traffic management activities; 7) parking enforcement; and 8) escort of guests and employees of the park.

Name of Incumbent

Civil Service Classification

Position Number

Exposition Police Officer

314-603-1944-

Percentage of Duties	Essential Functions
40%	PATROLS Perform foot, vehicular (marked radio car), and bike patrol activities to ensure security of all buildings, parking areas, and grounds in Exposition Park. Responds to radio calls for service and assistance. Takes appropriate enforcement actions, including arrests detentions, searches and seizures, citations, and warnings.
20%	TRAFFIC AND PEDESTRIAN CROWD CONTROL Directs traffic, enforces parking regulations, and issues parking citations. Responsible for security, crowd control and maintaining order at large events. Gives information, direction and responds to citizens' and visitors' questions.
20%	INVESTIGATE AND PREPARE REPORTS Conducts initial documentation of criminal activity, injuries, and accidents. Gathers and preserves evidence and analyzes facts. Interviews witnesses, victims, and suspects. Testifies in court. Notes and reports any suspicious circumstances or hazardous conditions. Completes entries in various logs and other documents. Analyzes information, prepares reports and conducts presentations.
15%	BRIEFINGS AND TRAINING Attends roll call briefings, training, and inspections. Maintains compliance with all cores required and perishable skills training. Maintains current certifications for carrying and deploying safety equipment (firearms, chemical spray, baton, soft body armor and handheld radio). Coordinates and works with members of allied agencies (e.g., CHP, LAPD, LASD, DOT, MTA, USC, USSS, and FBI).
Percentage of Duties	Marginal Functions
5%	The incumbent will perform other job-related duties as required to fulfill the department mission, goals, and objectives. Additional duties may include, but not be limited to: (a) assisting where needed within the program, which may include special assignments; (b) complying with general State and department administrative reporting requirements (i.e. completion of time sheets, project time reporting, travel requests, travel expense claims, work plans, training requests, individual development plans, etc.); and (c) attendance at staff meetings and training (e.g., dispatch, training coordinator, bicycle maintenance, evidence maintenance, fleet, miscellaneous administrative duties).

Name of Incumbent

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4. WORK ENVIRONMENT (Choose all that apply)

Standing: Frequently - activity occurs 33% to 66%	Sitting: Frequently - activity occurs 33% to 66%
Walking: Frequently - activity occurs 33% to 66%	Temperature: Outside/Environmental Elements
Lighting: Artificial Lighting	Pushing/Pulling: Occasionally - activity occurs < 33%
Lifting: Occasionally - activity occurs < 33%	Bending/Stooping: Occasionally - activity occurs < 33%

Other: May work indoor/outdoor depending on task or event.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Typical Work Environment:

☐ Private Office ☐ Cubicle ☐ Shop ☒ Assigned Area ☒ Other: throughout park

Telework Status:

- ☒ Office-Based - 0% telework
☐ Office-Centered 20 – 40% telework
☐ Remote-Centered 60 – 100% telework

NOTE: If eligible, an approved STD 200 Telework Agreement is required to be submitted to the Telework Coordinator and may require, as a prerequisite, full on-boarding and specific training.

5. SUPERVISION EXERCISED:

(List total per each classification of staff)

None.

6. SIGNATURES

Employee's Acknowledgement:

My signature below indicates that I have read and understand the duties listed above and certify that I possess the required skills, knowledge, experience, and personal characteristics; including integrity, initiative, dependability, good judgement, ability to work cooperatively with others, and the ability to perform the assigned duties as described above with or without reasonable accommodation*.

Employee's Name:

Employee's Signature:

Date:

Supervisor's Statement:

I have reviewed the duties and responsibilities of this position with the employee and have provided a copy of the Duty Statement to the employee.

Supervisor's Name:

Supervisor's Signature:

Date:

Name of Incumbent

Civil Service Classification
Exposition Police Officer

Position Number
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7. HR USE ONLY

HR Approval

☒ Duties meet class specification and allocation guidelines.

☐ Exceptional allocation, STD-625 on file.

HR Director Initials

QL

Date Approved

7/12/2024

Reasonable Accommodation Unit use ONLY (completed after appointment, if needed)

**If Reasonable Accommodation is necessary, please complete a Request for Reasonable Accommodation (DE 8421) form and submit it to Reasonable Accommodation Coordinator.*

List any Reasonable Accommodations made:

Form Routing: After signatures are obtained, make 2 copies:

- Provide original to HR for employee's Official Personnel File (OPF)
- Copy to the employee.
- Copy to the supervisor's drop file.