

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION: Conservationist Supervisor	REPORTING UNIT NUMBER: 833	
DIVISION/BRANCH OR CENTER: Region 2	LOCATION: Los Angeles	
CLASS TITLE: Conservationist Supervisor	POSITION NUMBER: 533-833-1202-001	EFFECTIVE DATE:

<u>Supervision Exercised</u>			
NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1 - 2	Conservationist 2	2	Special Corpsmembers
4 - 6	Conservationist 1	45-72	Corpsmembers

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Physical requirements for this classification are arduous: requires lifting objects weighing 50 pounds or more, often in combination with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at or above shoulder level. Includes sitting, standing, and walking most of the time; includes working on irregular surfaces, and the ability to hike difficult terrain, may require extraordinary physical activity and extended hours of continuous work in remote areas. Work temperatures vary from extreme cold to extreme heat and humidity, especially when responding to emergency work and disaster relief operations such as wildland fires and floods.

In all 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 equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the direction of the Staff Services Manager 2 (District Director), the Conservationist Supervisor is responsible for managing all aspects of the Los Angeles Satellite PSCW department either directly or indirectly through the supervision of staff. Duties include but are not limited to:

30%	Supervise, lead, and/or direct CCC staff and Corpsmembers assigned to the Los Angeles Satellite. Ensure compliance with all federal, state, departmental and district regulations policies/procedures including but not limited to policies that promote a safe workplace free from discrimination, harassment, or fraternization. Investigate and respond to grievances and complaints in a timely fashion and maintain confidentiality of sensitive personnel matters.
30%	Develop, monitor, and manage work projects, and special programs. Estimate projects, develop safety plans, negotiate agreements, develop contracts with funding sources, and determine timelines. Develop and maintain complete, accurate, and current project folders. Work with the budget staff to track approved expenditures, accurately report income, and provide balanced monthly reports (project spreadsheet and reconciliation with C ³ , bill projects appropriately and create a report of explanation for unbilled hours and suspense hours, etc.). Develop plans to meet the annual reimbursement target and performance measures. Report progress quarterly. Review projects to ensure quality control. Enter all work accomplishments (124's) into the C ³ System.

20%

Evaluate staff, completing IDPs and ITPs annually. Ensure staff and Corpmember training occurs relative to safety, IIPP, employment & promotional readiness, and job specific skills training, as required. Monitor and oversee Corpmember corrective action, evaluations and separations, staff performance, and safety programs. Assist the Administrative Officer with facility, equipment & vehicle maintenance and inspections as needed. Ensure all Conservationist staff effectively and safely perform their responsibilities and duties. Monitor & report injuries and implement appropriate corrective measures.

5%

Participate in staff and community meetings providing input and information relative to the program. Develop confidence and cooperation with project sponsors and maintain relationships with the community. Promote CCC through contact with the media, presentations before civic groups, governing bodies, and in educational settings. Assist with community resource development such as donations, projects, volunteers, job placement, and partnerships.

5%

Oversee Los Angeles Satellite operations ensuring that the Satellite is running effectively and efficiently. Act as liaison with CCC Headquarters, Pomona Center, and Region 2 by communicating necessary information in a timely manner regarding programs, policies, issues, etc., and responding to requests for information and assistance.

5%

Coordinate emergency response. Ensure that Conservationist staff and Corpmembers can respond to emergencies effectively and efficiently by ensuring that all PSCW crews are properly organized, trained and equipped. May act as liaison or agency representative on emergency operations.

5%

Promote Diversity, Equity, and Inclusion. Participate in professional development trainings, as well as work task, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

Conservationist Supervisor Signature/Print Name

Date

District Director Signature

Date