



DUTY STATEMENT

| DIVISION | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
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| Community Engagement | Associate Park & Recreation Specialist | 549-052-1089-002 |
| DISTRICT/HQ SECTION | WORKING TITLE | CBID |
| Headquarters | Associate Park & Recreation Specialist | R01 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Community Involvement | Sacramento, CA | |
| STATE HOUSING | | IMMEDIATE SUPERVISOR |
| Housing not available | | Staff Park and Rec Specialist |
| SENSITIVE POSITION DESIGNATION (Check if applicable) | | |
| <input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961 | | |
| POSITION DESCRIPTION | | |
| <p>The California Department of Parks and Recreation Headquarter Office in Sacramento will serve as the primary reporting location. The incumbent will work under the supervision of the Staff Park and Recreation Specialist (SPRS). The incumbent will create close working relationships with field staff and communities throughout California. The incumbent will work independently to develop and implement programs that expand the Department's services to underserved communities in the urban and rural areas of California. This involves work on specific educational, leadership and training programs for adults and youth. The incumbent will collaborate with community leaders and other governmental representatives, as well as in field program delivery, including preparing monthly and yearly annual reports and keeping the Deputy Director updated on program deliverables.</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 | |
| 30% | The incumbent will plan, organize, and facilitate training held at various state and county parks. Work with organizations on special events as well as planning events that provide access to communities to State Parks. Attend meetings with the Lead in working with community organizations and other public park and recreation providers to develop pilot training programs, which involve "non-traditional" State Park users in outdoor recreation. These programs will require collaboration between many parties and coordination of resources. Develop relationships and collaborative efforts with community leaders and other governmental representatives, as well as in field program delivery. | |
| 20% | Provide consistent and clear communication with District Field staff, outside agencies and organizations. Facilitate planning meetings and debrief Deputy Director, Manager and outside agencies and organizations located in local and regional jurisdictions for underserved populations. This may include providing direct services to customers, working with the heads of other organizations, arrangements for facilities, producing training spreadsheets and reports. | |
| 20% | Creating public contacts by in-person presentations, email, phone, text and mail. Prepare reports, correspondence, paperwork and purchasing documents associated with training and office needs. Participate in staff meetings at Headquarters and at the districts. Research and prepare other reports assigned. | |

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| 20% | The incumbent will lead staff in facilitating and implementing leadership training programs in State Parks. Coordinate staffing needs, writing reports, correspondence and other program related tasks. Represent the Office and Department in meetings with government officials and community leaders concerning implementation of programs at state parks or other appropriate locations. This would include directors of community organizations, other Federal and Local Park and recreational professionals, law enforcement officers, school district administrators and consultants. | |
| 5% | The incumbent will be responsible for managing, developing, and monitoring existing and future OCI social media for content and programs while adhering to the department policy and best management practices. | |
| MARGINAL FUNCTIONS: | | |
| % | TASK/DUTIES | |
| 5% | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs. | |
| TYPICAL WORKING CONDITIONS | | |
| Work environment includes, but is not limited, to the outdoors at state, national, local city and county parks. Weather conditions include extreme heat and cold, frequent winds blowing dirt, grass, and insects. Work environment may be exposed to noise, dust, extreme wind, hot and cold temperatures, and rain along with unpleasant odors. Work activities may include long periods of standing, including lifting boxes up to 50 lbs. and moving heavier supplies using a handcart. Requires reaching, bending, moving tables, setting up training sites in preparation of training. Staff are required to sleep in tents in various weather conditions. Staff will be required to attend all weekend training scheduled during the high training season. Trainings may be held during Holidays and weekends. | | |
| TELEWORK DESIGNATION: | | |
| This position is designated as Telework Eligible - Office Centered. | | |
| SPECIAL REQUIREMENTS: | | |
| Possession of a valid class C driver's license is required. | | |
| <p>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.</p> | | |
| 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 |
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