



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	State Park Peace Officer Supervisor (Ranger)	548-670-0980-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Capital District	State Park Peace Officer Supervisor (Ranger)	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Public Safety	Old Sacramento State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Superintendent II
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general supervision of the Capital District Chief Ranger/Public Safety State Park Superintendent II, the State Park Peace Officer Supervisor (Ranger) provides strong leadership for the State Park Peace Officer (SPPO) team. The position oversees key functional areas including law enforcement, public safety and security, scheduling, emergency response, and serves as the training coordinator (FOCUS). The Supervisor also assists the Public Safety Superintendent with the development of Capital District public safety policies and Emergency Action Plans. The position typically works regular business hours to meet the operational needs of the district's facilities and participates in a rotating after-hours call-out schedule. The reporting location is the Public Safety Office, McDowell Building, 917 Front Street, Sacramento.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	<p><u>SUPERVISION</u></p> <p>The State Park Peace Officer Supervisor (Ranger) supervises all SPPOs within the District. Organizes the SPPOs to cover all promotional events, VIP visits and/or special events. The duties include employee evaluations, annual development plans, scheduling, and completion of worker's compensation forms, training, hires, separations and discipline, as necessary. The State Park Peace Officer Supervisor (Ranger) mentors staff and helps to increase their level of competency. Incumbent will supervise two K9 Handlers and complete a K9 Supervisory Course.</p>	
25%	<p><u>LAW ENFORCEMENT, PUBLIC PROTECTION AND EMERGENCY RESPONSE</u></p> <p>Responsible for the security of facilities throughout the Capital District including, the California State Railroad Museum (CSRM) complex, Old Sacramento State Historic Park (SHP), Sutter's Fort SHP, State Indian Museum SHP, Governor's Mansion SHP, Leland Stanford Mansion SHP, West Sacramento warehouse, and the Historic Southern Pacific Shops. Coordinate patrol coverage, to include bike patrol, for the many units of the Capital District. Keep rapport with the downtown businesses, concessionaires and security companies to share pertinent information for security. Develop and implement the law enforcement and emergency response programs, review and approve citations and reports by SPR's. Develop a working relationship with the following agencies: Sacramento City Police Department, California Highway Patrol, Union Pacific Police, Sacramento City Fire Department and various security agencies that work together in our concurrent jurisdiction.</p>	

25%	<p><u>ADMINISTRATION AND TRAINING</u></p> <p>Represent the ranger staff in areas of law enforcement, public protection and security at all district staff and supervisory meetings and may act on behalf of the Public Safety Superintendent in their absence. Maintain public safety reports, law enforcement records, citations, and Department of Justice criminal statistics. This position will review the confidential Live Scan results of the digital fingerprinting process of all employees and work with the administrative office and other supervisors to make recommendations on hires. Assist the Park Maintenance Chief II with the alarm monitoring contract(s) and reports necessary repairs to the fire and intrusion systems. This position also monitors and modifies alarm coverage and security codes for the buildings in the District, as well as the call-out response with NORCOM.</p> <p>Manage the SPPO's mandated and elected training; approve requests using the FOCUS system. Will be a Field Training Supervisor and coordinate any future Field Training Programs within the Capital District. Request training to keep current on all legal updates. Elect to be a firearms, defensive tactics, and/or emergency medical responder trainer.</p>
15%	<p><u>INTERPRETATION AND COMMUNITY RELATIONS</u></p> <p>Support the interpretive programs throughout the District. Have knowledge of the park units within the District and their historical significance to the State of California. Maintain a working knowledge of all historically significant information that relates to the time period represented at the units within the District. Coordinate the interpretive training for both permanent and seasonal staff to provide quality programming.</p> <p>This position works as a liaison with the mutual law enforcement agencies of the greater Sacramento County, including, CHP, FBI, Secret Service, Sac PD, Sac SO, OES, and DWR who manage the Resource Building security. Incumbent will partner with these agencies and other community groups that focus efforts in the DARE Program, CalPals, and Community Policing programs. The SPR (Supv) will assist with the Sac Co. Human Assistance Agency to conduct annual transient counts and referrals when needed.</p>
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	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Occasional travel may be required. Possession of a valid driver's license is required when operating a state-owned or leased vehicle.	

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