



State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## DUTY STATEMENT

| DIVISION  | CLASSIFICATION   | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |  |  |
|---|--|---|--|--|
| Central   | Park Aide (Seasonal)   | 549-723-0986-901                              |  |  |
| DISTRICT/HQ SECTION   | WORKING TITLE  | CBID  |  |  |
| Monterey District   | Visitor Services Park Aide   | E   |  |  |
| SECTOR/HQ UNIT  | REPORTING LOCATION   | INCUMBENT                                     |  |  |
| Big Sur Sector  | Pfeiffer Big Sur State Park  |   |  |  |
| STATE HOUSING   |  | IMMEDIATE SUPERVISOR                          |  |  |
| Housing may be required   |  | State Park Peace Officer Supervisor           |  |  |
| SENSITIVE POSITION DESIGNATION (Check if applicable)  |  |   |  |  |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>   |  |   |  |  |
| POSITION DESCRIPTION  |  |   |  |  |
| Under the supervision of the Supervising State Park Ranger and under the lead of the State Park Rangers and Senior Park Aides, this position provides support for the Visitor Services functions in the Big Sur sector. The sector consists of Point Sur State Historic Park, Andrew Molera State Park, Pfeiffer Big Sur State Park, Julia Pfeiffer Burns State Park, and Limekiln State Park. Although the reporting locations for this position is either Pfeiffer Big Sur State Park or Andrew Molera State Park, the position may be required to work at other locations throughout the district as assigned and based on operational need. |  |   |  |  |
| 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%   | <b>VISITOR SERVICE / CASH HANDLING</b><br>Collect fees for use of facilities (day use, camping, etc.) and publication sales. Register campers. Provide information and directions. Answer questions about State Parks within the Big Sur sector, Monterey District, and other attractions within the Big Sur area. Be familiar with and able to explain State Park rules and regulations to visitors as needed. Provide the public with excellent customer service. Accept complaints and suggestions from visitors. |   |  |  |
| 35%   | <b>ENTRANCE STATION OPERATION</b><br>Keep the entrance station and adjacent areas clean and orderly. Maintain current record of registered campers and day users. Advise lead staff of complaints or suggestions from visitors. Use radio and telephone as needed to notify the appropriate personnel of any law enforcement or emergency situations requiring a ranger to respond.  |   |  |  |
| 20%   | <b>ADMINISTRATION</b><br>Accurately complete all required paperwork, including daily accountability worksheets, timesheets. Notify the Duty Ranger of any needed supplies.   |   |  |  |
| 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  |  |   |  |  |
| Must be willing to workday shift or swing shift, weekends, and holidays.<br>A 40-hour work week is normal.  |  |   |  |  |

|  |                             |             |
|--|-----------------------------|-------------|
| <b>TELEWORK DESIGNATION:</b>   |                             |             |
| This position is designated as NOT Telework Eligible.  |                             |             |
| <b>SPECIAL REQUIREMENTS:</b>   |                             |             |
| 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> |                             |             |
| <b>SUPERVISOR STATEMENT:</b>   |                             |             |
| 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.   |                             |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>   | <b>SUPERVISOR SIGNATURE</b> | <b>DATE</b> |
|  |                             |             |
| <b>EMPLOYEE STATEMENT:</b>   |                             |             |
| 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.   |                             |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>   | <b>EMPLOYEE SIGNATURE</b>   | <b>DATE</b> |
|  |                             |             |