



## DUTY STATEMENT

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| <b>DIVISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>CLASSIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>POSITION NUMBER<br/>(Agency-Unit-Class-Serial)</b> |
| Coastal Field                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Senior Park Aide (Seasonal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 549-914-1035-901                                      |
| <b>DISTRICT/HQ SECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>WORKING TITLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>CBID</b>                                           |
| Channel Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Senior Park Aide                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | E                                                     |
| <b>SECTOR/HQ UNIT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>REPORTING LOCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>INCUMBENT</b>                                      |
| Carpinteria Sector                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Carpinteria State Beach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                       |
| <b>STATE HOUSING: (Check one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>IMMEDIATE SUPERVISOR</b>                           |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | State Park Peace Officer Supervisor                   |
| <b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| <b>POSITION DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| <p>Under the direction of the State Park Peace Officer Supervisor, (Ranger) at Carpinteria State Beach. This position will act as lead person to the regular park aides and perform routine public contact, operate entrance stations, maintain accountable documents, perform interpretive activities, and assist in facility maintenance &amp; housekeeping, and resource management work. This position will work at all locations within the sector but may also work at other sector units based upon operational needs. Duties include but are not limited to the following:</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| <p><b>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.</b></p>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| <b>ESSENTIAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                       |
| <b>40%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Public Contact:</b><br/>           Registers campers and/or sells day use tickets, collects fees, assigns campsites.<br/>           Maintains accountability documents for money collected.<br/>           Answers telephones and operates radio communication equipment.<br/>           Is familiar with park rules and regulations, local emergency services and park resources in order to provide public assistance and information.<br/>           Will be required to drive state vehicles.</p>                                                                                                                                                                                       |                                                       |
| <b>35%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p><b>Administrative/Lead</b><br/>           Rover duties as assigned – Break staff, monitor campground, interpret park rules to visitors<br/>           Work with Operations Coordinator to update instructional material.<br/>           Assist with Park Aide training.<br/>           Schedule Park Aide staff<br/>           Process Reserve California early outs and no shows<br/>           Enter ROC collection into computer when needed<br/>           Document attendance records<br/>           Inventory supplies and stock as needed at entrance station<br/>           Order supplies for office and entrance station when needed<br/>           Update reading file at kiosk</p> |                                                       |

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| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Facility Maintenance and Housekeeping:</b></p> <p>Maintains visitor services buildings and equipment in a clean and orderly manner.</p> <p>Performs maintenance tasks related to park operations as needed.</p> <p>Accounts for supplies.</p> <p>May use power tools under direction.</p>  |
| 10%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p><b>Interpretation:</b></p> <p>Interprets Park rules, regulations, orders and district policies.</p> <p>May become involved in special interpretive programming, (i.e. Junior Rangers, Campfire programs or special interpretive events)</p> <p>May assist with State Park Visitor Center.</p> |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                  |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                               |
| 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.                                                                                                               |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                  |
| <p><b>WORKING ENVIRONMENT, PHYSICAL OR COGNITIVE ABILITIES:</b></p> <p><b>Work Environment:</b></p> <p>Work outdoors in various types of weather or work in unpleasant conditions.</p> <p>Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises.</p> <p>May involve some exposure to aggressive visitors.</p> <p>Work near fast moving traffic.</p> <p>May work inside an office.</p> <p><b>Physical Abilities:</b></p> <p>Ability to perform manual labor (e.g. lifting, carrying, loading).</p> <p>Requires repetitive movement of heavy objects.</p> <p>Stand for long periods of time (up to 2 hours) to perform the duties associated with the job.</p> <p><b>Cognitive Abilities:</b></p> <p>Read, write and speak in a clear and concise manner.</p> <p>Develop practical solutions to problems to make sound decisions.</p> <p>Performing basic mathematical computations associate with assigned duties.</p> <p>Make sound decisions given available information and situational parameters.</p> <p>Skill to utilize measurements (e.g., tsp, tbs, quart) to measure, mix and apply various chemical solutions.</p> <p><b>PERFORMANCE EXPECTATIONS: (i.e., maintain a professional and courteous conduct, complete assigned projects accurately and thoroughly; cooperate with management and peers, etc.)</b></p> <p>Exhibit professional working manner and ability to deal tactfully and effectively in any environment.</p> <p>Exhibit Ability to work independently without close supervision.</p> <p>Display mature judgment, loyalty, poise, tact and discretion.</p> <p>Establish and maintain cooperative working relationships.</p> <p>Work as a team when necessary to complete the duties of the job in a cohesive and professional manner.</p> <p>Good attendance record, reliable, punctual.</p> <p>Wear seatbelt at all times according to policy.</p> <p>Work products should be consistent with Department and work unit mission, vision, goals and objectives.</p> <p><b>KNOWLEDGE AND ABILITIES: (as per the class specification)</b></p> <p><b>Knowledge of:</b></p> <p>The operation of park facilities.</p> <p>Lead responsibilities.</p> <p>Basic principles of dealing with employees and the public.</p> |                                                                                                                                                                                                                                                                                                  |

**Ability to:**

Communicate at a level required for successful job performance.  
Follow directions.  
Compute fees, make change, and balance cash.  
Learn work procedures and park rules and regulations quickly.  
Perform varied manual tasks.  
Meet the public successfully.  
Work independently.  
Follow instructions.  
Establish and maintain cooperative relations with the public and other employees.  
Use tools, supplies, and equipment required by the job.  
Perform varied manual tasks, evaluate problems, and take corrective action; and provide leadership

**Special Personal Characteristics**

Willingness to work at various locations within the district.  
Willingness to work on Saturdays, Sundays, and holidays at odd or irregular hours and under adverse weather conditions.  
Perform varied manual tasks  
Interact with the public  
Conform to departmental uniform requirements.

**TELEWORK DESIGNATION**

**This position is designated as: (Check one)**

Telework Eligible – Office Centered     Telework Eligible – Remote Centered     Not Telework Eligible

**SPECIAL REQUIREMENTS:**

Possession of a valid California Class “C” Driver’s License.  
This is a uniformed position that requires designated DPR uniforms.

**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 |
|-------------------------------|--------------------|------|
|                               |                    |      |