



## DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Facilities and Development		Staff Park and Recreation Specialist	549-802-1088-400
DISTRICT/HQ SECTION		WORKING TITLE	CBID
District Facilities Management		Staff Park and Recreation Specialist	S01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Coastal Resilience Program		McClellan, CA	
STATE HOUSING			IMMEDIATE SUPERVISOR
State Housing is not available			Senior Park and Recreation Specialist
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			
<p>Under the direction of the Senior Park and Recreation Specialist (FEMA Manager), the Staff Park and Recreation Specialist will provide expertise and leadership on facilities adaptation and operations as part of the interdisciplinary Coastal Resilience (CORE) Program focused on implementing State Parks Sea Level Rise (SLR) Adaptation Strategy. This position will support districts with facility adaptation planning, ensuring that infrastructure is designed to anticipate the projected impacts of sea level rise. The incumbent will also provide support to meet the needs of a broader CORE Program including program coordination and project development and review, permitting support, and data management</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%	<p><b>Core Program Planning</b> Assess, suggest improvements, and establish cost estimates and other tools to improve the resilience of state park structures and coastal facilities against threat of sea level rise (SLR). Conduct site visits, assessments and project formulation, policy setting, and other work products related to SLR. Provide technical support to district staff to ensure consistent assessments and adaptation of park facilities. Support program reporting, preparation of materials, and coordination of meetings and workshops to promote collaboration and effective implementation of coastal resilience efforts statewide.</p>		
30%	<p><b>Project Administration</b> Provide leadership and expertise to Districts on facilities-related project formulation, scope of work development and cost estimating for SLR projects, support project managers in planning and implementation. Assess and document climate-related facility and resource damage, evaluate adaptation strategies using site data and projections, and coordinate with technical divisions to ensure policy alignment. Review and track project agreements and funding allocations, report progress to leadership, and support grant writing, reporting, and records management. Ensuring entry of all projects is in the Maximo Database. Stay current on policies and directives relevant to SLR efforts.</p>		
25%	<p><b>Develop Policy and Guidance</b> Assist with the development and maintenance of department-wide policy and guidance to address coastal hazards and climate-related risks in facility planning, design, and management. Coordinate with Natural Resources, Cultural Resources, and Planning Divisions to align</p>		

	adaptation strategies and integrate climate resilience into decision-making. Develop and manage hazard datasets, technical tools, and planning resources to support resilient infrastructure projects. Contribute to internal guidance and staff training to build departmental capacity for climate-informed infrastructure planning.	
<b>10%</b>	<b>Emergency Response and Recovery</b> Provide coordination and information sharing with disaster-preparedness and recovery agencies including FEMA, Cal OES, and the State Coastal Conservancy to integrate SLR and coastal resilience considerations into pre-disaster planning and infrastructure investment programs. Participate in interagency working groups and policy initiatives focused on risk reduction and adaptation for facilities in the coastal zone. Provide technical input on funding proposals, mitigation strategies, and program guidance to ensure alignment with State Parks' SLR Adaptation Strategy. Work with district and headquarters staff to identify opportunities for joint projects and partnerships that improve the Department's resilience and ability to secure external support for adaptation priorities. Provide disaster response support during state of emergency proclamations consistent with the Departments SLR Adaptation Strategy.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	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>		
Duties are performed in both office and field settings. Fieldwork may require long-distance travel by vehicle to remote park units and accessing field sites by foot, including in undeveloped or wilderness areas. The incumbent must be able to navigate uneven terrain, withstand exposure to variable weather conditions, and work in physically demanding environments.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as Telework Eligible - Office Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
Valid Class C Driver's License. This position requires travel, which may account for up to 30 percent of the incumbent's time. Willingness to travel throughout the State and work irregular hours.		
<b>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.</b>		
<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>