



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	State Park Peace Officer (Lifeguard)	548-738-0992-400
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	State Park Peace Officer (Lifeguard)(K9)	R07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Rancho San Luis Sector	San Luis Reservoir State Recreation Area	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		State Park Peace Officer Supervisor (Ranger)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
<p>The State Park Peace Officer (Lifeguard) K-9 Handler position reports to and works under the supervision of the State Park Peace Officer Supervisor (Ranger). This position is assigned to the Rancho San Luis Sector, San Luis Reservoir State Recreation Area (SRA) located in Gustine, CA and is responsible for immediate K-9 response throughout the Sector. The K-9 Handler will work as part of a team with the State Park Peace Officer Rangers and State Park Peace Officer Lifeguards in Rancho San Luis Sector. The duties of this position will include law enforcement, public safety, resource protection, interpretation, education and other duties associated with general park operations.</p> <p>The K-9 Handler will work evening and night shifts, and others as assigned, and may work special assignments throughout the State of California. The K-9 Handler will maintain his/her equipment in good working order to represent the Department in a professional manner. Night shift patrol operations, canine program, alarm/detection systems (development, monitoring and maintenance), special assignments, special events, administrative assignments, and special operations.</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	
<b>35%</b>	<p><b>PUBLIC SAFETY</b></p> <p>The State Park Peace Officer (Lifeguard) K-9 Handler, with canine is responsible for patrolling the campground, day use facilities, historical structures, and buildings within the Rancho San Luis and Rivers Sector. This includes, San Luis Reservoir State Recreation Area, Pacheco State Park, Great Valley Grasslands State Park, George Hatfield State Recreation Area, Dos Rios State Park, McConnell State Recreation Area and Caswell Memorial State Park. The K-9 Handler may be assigned to patrol and aid other park units within the District and/or Department. While on patrol the K-9 Handler will identify, prevent illegal activities and ensure that park visitors have a safe park experience. The K-9 Handler will protect all natural, cultural and historical resources within the California State Park System. The K-9 Handler will issue citations and/or warnings, prepare crime reports, traffic accident reports, incident reports and additional park specific reports, which may include but not limited to reports of tree hazard failure and wildlife encounters. The K-9 Handler will perform medical aids, participate in search, rescue and recovery operations, secure evidence, secure lost and found items within established protocol and departmental</p>	

	guidelines. The K-9 Handler will attend training to maintain compliance with mandated P.O.S.T. and Departmental requirements
<b>20%</b>	<b>GENERAL PARK OPERATIONS</b> Function as a lead person for contact station personnel. Ensure that contact station personnel follow prescribed accounting procedures and park visitors are being provided courteous, efficient and expeditious service. Conduct periodic inventories, spot audits and train personnel in collection procedures. The K-9 Handler will monitor day use areas to determine the need for "closures" based upon visitor capacity, complete campground checks as necessary, deposit collections daily, complete visitor attendance reports and purchasing documents.
<b>10%</b>	<b>ADMINISTRATION</b> Completes required paperwork for K9 program as assigned by deadlines. Makes all required purchases as required by the K9 program. Assists in the recruitment, interviews and orientation of seasonal employees. Attends and participates in staff meetings. Assists in the development of programs aimed at reducing visitor and employee accidents. Provides routine public information to park visitors. Prepares and reads correspondence daily, keeps up to date on current laws, departmental policies and procedures by reading memos, directives, orders and manuals on a routine basis. Prepares monthly timesheet and absence reports. Assists with developing and submitting budget requests. Make purchases as needed according to departmental purchasing requirements using the appropriate purchasing method. Prepares and/ or participates in all types of training including range and defensive tactics on a quarterly basis, related law enforcement topics, and interpretive techniques. Communicates with concessionaires for input of ideas and/or to resolve problems. Acts as a liaison for special events.
<b>10%</b>	<b>INTERPRETATION AND EDUCATION</b> Enhance the public's knowledge and reinforce the value of our California State Parks (specifically the Four Rivers Sector) by providing information about the natural, cultural and historical resources. Prepare and present various types of programs that may include hikes, guided tours, campfire programs to visitors, community and school groups.
<b>10%</b>	<b>RESOURCE PROTECTION</b> With canine, patrol the trails, parcels and boundaries within the Rancho San Luis and Rivers Sector, San Luis Reservoir State Recreation Area, Pacheco State Park, Great Valley Grasslands State Park, George Hatfield State Recreation Area, McConnell State Recreation Area, Dos Rios State Park and Caswell Memorial State Park. During these patrols the K-9 Handler will report on the conditions of regulatory and interpretive signs, boundary fences, gates, restoration projects, sensitive habitat areas, ecological reserves, designated trails and archeological sites for trespass, encroachment or hazardous conditions, and where possible, take corrective action to resolve problem areas. Participate in protection activities that may include re-vegetation projects, wildfire prevention, suppression and prescribed burns.
<b>10%</b>	<b>FACILITY AND EQUIPMENT MAINTENANCE</b> Maintains all issued and assigned equipment in optimal working order. Completes work request and associated paperwork for making repairs and replacing items/equipment in a timely manner. Immediately communicates issues with supervisors in writing.
<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>	
Office work, outdoors, inclement weather conditions, weekends, holidays, odd and unusual hours.	
<b>TELEWORK DESIGNATION:</b>	
This position is designated as NOT Telework Eligible.	

**SPECIAL REQUIREMENTS:**

Possession of a valid class C driver's license is required.

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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>



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