



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Desert	Senior Park Aide (Seasonal)	549-955-1035-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Great Basin District	Senior Park Aide	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Great Basin District	CA Antelope Valley Poppy Reserve at 15101 Lancaster Road, Lancaster, CA.	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Environmental Scientist
<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>The Senior Park Aide (Natural Resource Assistant) is a uniformed position that reports to the Antelope Valley California Poppy Reserve. This employee will be under the direction of the Environmental Scientist of the Great Basin District and report directly to the Senior Environmental Scientist. The Senior Park Aide will support the Antelope Valley Indian Museum SHP, Red Rock Canyon SP, Saddleback Butte SP, Tomo Kahni SHP, Arthur B. Ripley Desert Woodland SP, Fort Tejon SHP, Tule Elk State Reserve, and Col. Allensworth SHP, as directed by the supervisor and lead.</p> <p>The Senior Park Aide is responsible for assisting the Environmental Scientist with work tasks such as monitoring, report writing, restoration, grant writing, inventory, database management, creating and/or digitizing maps, providing visitor information, informing visitors about park rules, and assisting visitors and staff with any emergency situations as needed. Will be required to complete a live scan (background check) and have a clear DMV record.</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>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>30%</b>	Resource Projects: Help implement inventory and monitoring projects. Assist with restoration projects in assigned parks. Assist in any available grant researching and writing. Collect and input data using GIS software and units as needed. Identifies and helps implement resource projects within the district. Works with other classifications on projects.	
<b>30%</b>	Vegetation Management: Coordinates with staff to help with natural resource management programs. Coordinates with staff to develop methods to inventory and to assess environmental condition of State Park lands. Helps with monitoring and analysis of successional stages of native vegetation, developing recommendations for restoration of native species and communities. Helps collect and input data as needed with vegetation projects. Use of GIS Software to collect and interpret data as needed.	
<b>25%</b>	Wildlife Management: Coordinates with staff to manage natural resource management programs and develops programs to manage wild animal populations in State. Helps with exotic animal removal programs where needed. Identifies habitat conservation needs for listed State and	

	Federal Species of special concern. Helps collect and input data as needed for wildlife projects. Use of GIS Software to collect and interpret data as needed. Use of wildlife cameras, wildlife traps, acoustic bat recording devices, and drones may be required.	
<b>10%</b>	<p>General Duties: Operates all office equipment including computers, copiers, printers, shredders, fax, and phones in the performance of duties. Uses Microsoft Office programs (including Word, Excel, and Access), ESRI programs and data collection programs. Prepares and reviews office correspondence, letters, memos, and other correspondence. Maintains a project correspondence file and maintains those files as needed. Maintains tickler files for projects and tasks assigned to resource staff. Maintains work areas and office equipment in neat, clean, and safe condition. Attends Sector staff meetings, client and/or partnership meetings, and Safety meetings. Keeps track of hours and project reporting structure.</p> <p>Senior Park Aide will coordinate and lead Park Aides for any assignment (research, field work, meetings) as needed.</p>	
<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>		
<b>TELEWORK DESIGNATION</b>		
<b>This position is designated as: (Check one)</b>		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
<b>SPECIAL REQUIREMENTS:</b>		
Class C Driver's license is required.		
<p><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></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>

