



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field	Environmental Services Intern	549-715-4708-901
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Santa Cruz District	Environmental Services Intern	E
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Districtwide	Henry Cowell State Park	
<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 Park and Recreation Specialist
<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 Sr. Park and Recreation Specialist, the incumbent will assist the Sr. Park and Recreation Specialist with creating maps using GIS, attending on-line meetings and supporting the planning and land management departments within the Santa Cruz District. This position will work Monday – Friday, 9am to 5pm and may require weekends. The reporting location for this position is Henry Cowell Redwoods State Park.</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>PLANNING</b></p> <p>This position will gain work experience by observing and assisting the Senior Park and Recreation Specialist with preparing plans and taking notes during meetings on planning and land management. This position will assist in creating maps using GIS. The incumbent will attend meetings online and in person to support the planning and land management projects in the Santa Cruz District State Parks. Will assist in the research of past practices within the State Park System, using DOM and SAM manuals as reference points.</p>	
<b>35%</b>	<p><b>ADMINISTRATIVE</b></p> <p>This position will assist the planning and land management department with environmental, compliance and regulatory paperwork, leases and permits. This position will help with any administrative duties needed for meetings. This position will create basic reports and learn to prepare documents like Right of Entry and PEF forms under the direction of the Senior Park and Recreation Specialist. This position will assist in research and data analysis.</p>	
<b>20%</b>	<p><b>BUDGETING AND FISCAL MANAGEMENT</b></p> <p>This position will log, record and confirm deposit of payments for leases, permits and other payments. This position will assist in program budgeting for projects. This will include work with outside agencies and park partners.</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>	
Frequent prolonged periods of sitting, standing and walking Minimal exposure to dirt, dust, fumes, unpleasant odors and/or loud noises	
<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>	
Possession of a valid class CA 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>
Linda Hitchcock	LH
	<b>DATE</b>
	3/11/2026
<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>