



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field	State Park Peace Officer Supervisor (Ranger)	548-691-0980-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Gold Fields	SPPO Supervisor Ranger	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Auburn Sector	Auburn State Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		State Park Superintendent II
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>Under general supervision, the Auburn State Recreation Area State Park Peace Officer Supervisor (Ranger) serves as part of the Law Enforcement and Visitor Services Supervisory Team and is responsible for all identified components of the Sector's Field Operation program. The State Park Peace Officer Supervisor (Ranger) will be a contributing member of the Gold Fields District Supervisory Team sharing assignments and collaboration amongst the District. The reporting location for this position is the Ranger Operations Office located in Auburn, CA. The State Park Peace Officer Supervisor (Ranger) will work under the general supervision of the Auburn Sector State Park Superintendent II, the State Park Peace Officer Supervisor (Ranger).</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>PROGRAM MANAGEMENT &amp; SUPERVISION:</b>            Directly supervise the Auburn Sector Ranger, Park Aide and Lifeguard staff. Participate in the preparation of monthly and daily work schedules; evaluate subordinates; assist with career planning, training requests and other personnel matters as requested.</p> <p>Attend and participate in scheduled staff meetings; conduct shift briefing; participate in un-scheduled meetings with supervisors and peers to keep them abreast of ongoing programs or problems.</p> <p>Participate in formal and informal training designed to reduce the frequency of employee accidents and injuries; use provided safeguards and safety equipment; report safety hazards and unsafe acts. Training: Participate in formal and informal training; assist in the orientation of new employees.</p> <p>Check for completeness and accuracy of employee timesheets and other documents; read and become familiar with incoming correspondence, manuals, administrative orders, and Departmental Notices; make and receive telephone calls; prepare correspondence, forms, documents, etc. as needed.</p>	

30%	<p><b>PUBLIC PROTECTION AND ASSISTANCE:</b>  The State Park Peace Officer Supervisor (Ranger) promotes a balanced public safety and law enforcement program to protect park visitors and law enforcement program to protect park visitors, park employees, park facilities and both natural and cultural resources.</p> <p>Patrols: Using all available resources, ensure that while on duty, all units of the sector are well covered by vehicle, foot, or boat patrols as appropriate; this position is also responsible for the review of patrol logs.</p> <p>Emergencies and Accidents: Ensure that injured parties at accidents are properly cared for; direct search and rescue operations; see that accident and other reports are completely filled out and submitted on time; supervise accident scenes as required; act as the Incident Commander on major incidents.</p> <p>Enforcement: Provide direction to subordinates in citing or arresting persons committing public offenses; ensure that proper security is maintained for both rangers and violators when transporting prisoners, or others, to jails or other facilities; see that citations, crime reports, and other related forms are accurate and submitted on time; see that evidence or contraband is properly secured; schedule court and other appearances; keep subordinates informed about any procedural change; maintain liaison with courts, district attorneys, and other agencies and organizations with which the District interfaces, ensure that all peace officer training, qualifications, and records are kept up to date; supervise evidence security; attempt to resolve visitor complaints; coordinate investigative activities; purchase visitor services related materials.</p> <p>Public Assistance: Provide aid and assistance as requested by visitors to ensure that they have enjoyable parking experience.</p> <p>Equipment Management: Routinely inspect all equipment assigned to Visitor Services to see that it is kept in a clean and safe condition; direct subordinates in care of assigned equipment, particularly Code 3 vehicles and enforcement equipment; see that equipment is given routine preventable maintenance; provide input during the budget process to see that equipment is replaced in a timely manner, or that new equipment is ordered as needed.</p>
15%	<p><b>VISITOR SERVICES AND REVENUE:</b>  Responsible for the training and scheduling of all Visitor Services seasonal staff. Directly supervises the function of report of collections, visitor attendance, revenue tracking and aquatic safety. Ensure that all locations are staffed appropriately. Supervises and approves special events and special use permits that occur within the Auburn State Recreation Area.</p> <p>Supervises the Interpretation team assigned to Auburn SRA. Assists in the design, presentation, reviews and evaluation of interpretive presentations/projects.</p>
15%	<p><b>INVESTIGATIONS:</b>  Coordinate, supervise, and participate in the District criminal and internal investigations program; assure all staff involved in investigation work are properly trained; obtain any equipment needed to properly investigate crimes occurring in the park; act as liaison with other investigative agencies, as well as prosecutorial agencies concerning park investigative activities.</p>
<b>MARGINAL FUNCTIONS:</b>	
%	<b>TASK/DUTIES</b>
5%	<p><b>RESOURCE MANAGEMENT:</b>  Resource Protection: Supervise and direct visitor impact controls, erosion control, vector control, and weed abatement; schedule patrols to detect potential or occurring resource problems; recommend and monitor resource protection programs; supervise the preparedness of the District's fire suppression equipment.</p> <p>Real Property Management: Schedule patrols to detect trespass and boundary violations; meet with visitors, adjacent property owners, homeowner's associations and user groups to resolve real property problems and violations.</p>

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>		
This position will require the incumbent to work in all types of inclement weather with temperatures ranging from the low 30s to the low 100s. The park terrain consists of steep canyons with thick forests and underbrush that include poison oak. Many trails are narrow with steep drop-offs. Ticks and rattlesnakes inhabit the canyon. The incumbent will be involved in the whitewater rafting patrol program and lifeguard program which includes rafting or training in up to class 5 whitewater. The incumbent must drive on and turn vehicles around on narrow roads.		
<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 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>



## DUTY STATEMENT

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POSITION DESCRIPTION			
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ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
30%	<p><b>PROGRAM MANAGEMENT &amp; SUPERVISION:</b>            With canine, directly supervise the Auburn Sector Ranger, Park Aide and Lifeguard staff. Participate in the preparation of monthly and daily work schedules, evaluate subordinates, assist with career planning, review training requests and other personnel matters as requested.</p> <p>Attend and participate in scheduled staff meetings; conduct shift briefing; participate in unscheduled and scheduled meetings with supervisors and peers to keep them abreast of ongoing programs or problems.</p> <p>Participate in formal and informal training designed to reduce the frequency of employee accidents and injuries; use provided safeguards and safety equipment; report safety hazards and unsafe acts. Participate in formal and informal training; assist in the orientation of new employees.</p> <p>Check for completeness and accuracy of employee timesheets and other documents; read and become familiar with incoming correspondence, manuals, administrative orders, and</p>		

	Departmental Notices; make and receive telephone calls; prepare correspondence, forms, documents, etc. as needed.
<b>30%</b>	<p><b>PUBLIC PROTECTION AND ASSISTANCE:</b>  With canine, the State Park Peace Officer Supervisor (Ranger)(K9 Handler) promotes a balanced public safety and law enforcement program to protect park visitors and law enforcement program to protect park visitors, park employees, park facilities and both natural and cultural resources.</p> <p>Patrols: Using all available resources, ensure that while on duty, all units of the sector are well covered by vehicle, foot, or boat patrols as appropriate; this position is also responsible for the review of patrol logs.</p> <p>Emergencies and Accidents: Ensure that injured parties at accidents are properly cared for; direct search and rescue operations; see that accident and other reports are filled out and submitted on time; supervise accident scenes as required; act as the Incident Commander on major incidents.</p> <p>Enforcement: Provide direction to subordinates in citing or arresting persons committing public offenses; ensure that proper security is maintained for both rangers and violators when transporting prisoners, or others, to jails or other facilities; see that citations, crime reports, and other related forms are accurate and submitted on time; see that evidence or contraband is properly secured; schedule court and other appearances; keep subordinates informed about any procedural change; maintain liaison with courts, district attorneys, and other agencies and organizations with which the District interfaces, ensure that all peace officer training, qualifications, and records are kept up to date; supervise evidence security; attempt to resolve visitor complaints; coordinate investigative activities; purchase visitor services related materials</p> <p>Public Assistance: Provide aid and assistance as requested by visitors to ensure that they have enjoyable parking experience.</p> <p>Equipment Management: Routinely inspect all equipment assigned to Visitor Services to see that it is kept in a clean and safe condition; direct subordinates in care of assigned equipment, particularly Code 3 vehicles and enforcement equipment; see that equipment is given routine preventable maintenance; provide input during the budget process to see that equipment is replaced in a timely manner, or that new equipment is ordered as needed.</p> <p>Assure proper nutrition, housing, grooming, exercise, and veterinary care of the patrol dog are met. Will work throughout the district to provide specialized law enforcement services for the purpose of facility security, narcotic detection or explosive detection and officer protection.</p> <p>Prior completion a four-week course in dog obedience and detection course in compliance with department policy and continued participation in the Department K9 program that is held regionally and statewide is required. The State Park Peace Officer Supervisor (Ranger)(K9 Handler) must maintain the standards set in the Department K9 Handbook (June 2004). Annual proficiency training is required by the Department Training Program and certified by the Peace Officer's Standards and Training (P.O.S.T.).</p>
<b>15%</b>	<p><b>VISITOR SERVICES AND REVENUE:</b>  Responsible for the training and scheduling of all Visitor Services seasonal staff. Directly supervises the function of report of collections, visitor attendance, revenue tracking and aquatic safety. Ensure that all locations are staffed appropriately. Supervises and approves special events and special use permits that occur within the Auburn State Recreation Area.</p> <p>Supervises the Interpretation team assigned to Auburn SRA. Assists in the design, presentation, reviews and evaluation of interpretive presentations/projects.</p>
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