



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	Associate Park and Recreation Specialist	549-715-1089-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Associate Park Planner	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Henry Cowell Redwoods SP	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Senior Park and Recreation Specialist

**SENSITIVE POSITION DESIGNATION (Check if applicable)**

Sensitive Position as designated by the Department per [California Code of Regulation \(CCR\) 599.961](#)

**POSITION DESCRIPTION**

Under the direction of the Senior Park and Recreation Specialist (SPRS), the Associate Park and Recreation Specialist (APRS) provides project management and support for planning projects in the Santa Cruz District including management plans, General Plans, environmental review and project evaluation forms, community outreach, coordination with partners, property acquisition, rights of entry, real property management, project design and development, permitting, construction coordination and other park planning activities. The APRS performs the more responsible, varied and complex work including analytical summaries of background information and research, preparing written project reports, completing permit applications, and creating maps and graphics.

**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>40%</b>	<p><b>PROJECT MANAGEMENT</b></p> <p>Manage park planning projects for the Santa Cruz District. For assigned projects, serve as the primary District planner and will work collaboratively to define project scopes, manage the work of consultants and others, prepare project documents and manage all aspects of the project through completion. Manage project budgets and timelines for assigned projects including directing and reviewing the work of consultants. Prepare written planning documents and studies, graphics, exhibits, and maps. The position will lead project communications and collaboration with stakeholders, partners, District staff, State Parks leadership, regulatory agencies, media and the public.</p>
<b>30%</b>	<p><b>PLANNING SUPPORT</b></p> <p>Support District program areas with planning support. Assist and complete project evaluation forms, rights of entry, environmental review documents, and permit applications. Review external agencies' plans, environmental documents, permit applications and projects, and provide feedback and coordination from the District. Review and address encroachments into park land and research park land rights, easements, and entitlements. Participate in projects lead by interpretation, facilities and maintenance, visitor services, natural resources management and administration and provide planning support, as well as participate in relevant statewide projects and committees.</p>
<b>15%</b>	<p><b>ADMINISTRATION</b></p>

	Assist the District planning team with administrative daily activities such as processing requests, creating mailings, and filing documents, and completing process requests from other agencies as needed.	
<b>10%</b>	<b>BUDGETING AND FISCAL MANAGEMENT</b> Provide support to the District planning team for purchasing and preparing the required paperwork.	
<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>		
This position is designated as Telework Eligible - Office Centered.		
<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

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field Division	Park and Recreation Specialist	549-715-1068-XXX
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Santa Cruz District	Park Planner	R01
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Districtwide	Henry Cowell Redwoods SP	
<b>STATE HOUSING</b>		<b>IMMEDIATE SUPERVISOR</b>
Housing 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 close supervision of the Senior Park and Recreation Specialist (SPRS), the Park and Recreation Specialist (PRS) works on planning projects of average difficulty in the Santa Cruz District including management plans, General Plans, environmental review and project evaluation forms, community outreach, coordination with partners, property acquisition, rights of entry and real property management, project design and development, permitting, construction coordination and other park planning activities. The position performs work under supervision including analytical summaries of background information and research, preparing written project reports, completing permit applications and creating maps and graphics.</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>PROJECT DEVELOPMENT</b></p> <p>Work within the District planning section to define project scopes, work with consultants and others and prepare project documents and support the project through completion. Track aspects of project budgets and timelines for assigned projects including directing and reviewing work. Prepare written planning documents and studies, graphics, exhibits and maps. The position will support project communications and collaboration with stakeholders, partners, District staff, State Parks leadership, regulatory agencies, media and the public.</p>	
<b>30%</b>	<p><b>PLANNING SUPPORT</b></p> <p>Assist with project evaluation forms, rights of entry, environmental review documents, and permit applications. Review external agencies' plans, environmental documents, permit applications and projects and provide feedback and coordination from the District. Review and address encroachments into park land and research park land rights, easements, and entitlements. Participate in projects lead by interpretation, facilities and maintenance, visitor services, natural resources management and administration and provide planning support, as well as participate in relevant statewide projects and committees.</p>	
<b>15%</b>	<p><b>ADMINISTRATION</b></p> <p>Assist the District planning team with administrative daily activities such as processing requests, creating mailings, and filing documents. Complete process requests from other agencies as needed.</p>	
<b>10%</b>	<p><b>BUDGETING AND FISCAL MANAGEMENT</b></p>	

	Provide support to the District planning team for purchasing and preparing the required paperwork.	
<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>		
This position is designated as Telework Eligible - Office Centered.		
<b>SPECIAL REQUIREMENTS:</b>		
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