



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	State Park Peace Officer Supervisor (Ranger)	548-252-0980-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Great Basin District	State Park Peace Officer Supervisor (Ranger)	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hungry Valley Sector	Hungry Valley State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input type="checkbox"/> Housing is not available		State Park Superintendent III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general supervision of the State Park Superintendent III, the incumbent is responsible for providing Public Safety at the Hungry Valley Sector within the Great Basin District. This position reports directly to the Chief Ranger. This position is responsible for a portion of the Visitor Services program within the Hungry Valley Sector. The reporting location for this position is the Hungry Valley State Vehicular Recreation Area Ranger Office in Gorman, California. This position works in conjunction with another State Park Peace Officer Supervisor to supervise State Park Peace Officers, assist with the Special Event program, coordinate the Lifeguard/EMR program and supervise seasonal Park Aides. The incumbent shall be familiar with protocol, procedures, policies and regulations pertaining to the California State Parks. The incumbent is responsible for public protection and law enforcement, interpretation, emergency medical services, and resource protection. This position may also be required to provide coverage to other locations or events throughout the District. This position may also be required to assist the Off Highway Motor Vehicle Division with special assignments throughout California, based on operational need.</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	
40%	<p><u>MANAGEMENT AND SUPERVISION</u></p> <p>Plans, organizes, implements, directs, reviews, and supervises law enforcement activities which contribute towards achieving overall Sector, District, Division, and Department objectives. Plans, conducts, and participates in staff meetings. Assures that the law enforcement program meets Equal Employment Opportunity goals.</p> <p>Creates work assignments, establishes work schedules and job standards and participates in training and employee development programs. Identifies training needs of self and those supervised, recommends training based on P.O.S.T. requirements, the individual's Career Development Plan and Departmental/District needs. Gives performance appraisals and takes other supervisory actions as required. Provides employee counseling, writes and reviews performance appraisals, consults with the Sector Superintendent and Administrative Chief to take appropriate disciplinary actions in accordance with Departmental guidelines, and undertakes the speedy resolution of grievances or complaints. Hires seasonal staff and ensures all seasonal evaluations are completed as required. Coordinates Lifeguard program comprised of lifeguard</p>	

staff on loan from other Districts to perform emergency medical response during their off season and enhanced EMR program. Does background and internal affairs investigations as assigned. Ensures effective utilization of resources and personnel allocated for the resource program.

Employee Leave Accounting:

In order to maintain an accurate reporting to the State Controller's Office (SCO) for issuance of correct payroll warrants of subordinate staff's time or accurate reporting to Personnel Services through the DPR 921 in accordance with DPR policies and guidelines, MOU provision and State Personnel Board (SPB) or Department of Personnel Administration (DPA) laws and rules, and effectively manages and directs subordinate staff in accordance with established Equal Employment Opportunity (EEO) and personnel policies, rules and regulations: Grants or denies subordinate staff request for time off or requests to work overtime. Ensures subordinate staff has sufficient leave credits available for the requested leave. Reviews for approval or disapproval and signs the DPR 921 Employee Time Report form for time charged to projects, leave usage, approved leave without pay (dock or NDI), Absence Without Leave (AWOL), etc.

Employee Performance:

In order to effectively manage, coach, and direct subordinate staff in accordance with DPR Progressive Discipline process, Legal Office direction, and established personnel, equal employment opportunity, and MOU provision, policies, rules, and regulations: Identifies performance expectations utilizing probationary reports and/or Annual Development Plans and convey expectations to the employee via written and verbal communication/direction. Monitors performance through various production documents, supervisor's daily reports, personal observations, and by following-up with employee to ensure that performance expectations are being met. Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions and sustain employee performance using DPR Disciplinary principles and processes.

Consistent with DPA and SPB rules and regulations, perform the full range of management and supervisory duties for Division staff. Provide direction and guidance regarding ongoing assignments and daily work activities to ensure deadlines are met. Delegate responsibility to staff to facilitate timely completion of work. Review work and evaluate performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met. Complete personnel action documentation and conduct hiring interviews to maintain adequate staffing levels and facilitate the recruitment process. Approve travel and leave requests for staff following leave usage guidelines. Conduct, arrange and approve training for staff to increase staff knowledgebase.

Supervises field investigations, processing of Traffic Collision Reports, Crime Reports and Citations. Implements and oversees purchasing of supplies and materials in accordance with State/Departmental policies. Communicate with all staff regarding events, coordinates the Visitor Services schedules to correspond with Special Events. In order to track and monitor the District's fiscal and personnel related activities in accordance with DPR departmental policy and guidelines: follow Chain of Command, track and management equipment, and complete timesheets, visitor incident reports, visitor surveys, attendance, etc. paperwork by assigned deadlines.

30%

PATROL AND PROTECTION

Plans and implements training programs and procedures that will ensure safe and authorized public activities within park unit. Establishes minimum patrol standards and ensure they are followed. Monitors use, training, and operation of off highway vehicles including 4X4's, ATV's and motorcycles for District staff and volunteers. Complies with applicable P.O.S.T. standards including defensive tactics, firearms, and law enforcement training. Manages/monitors Sign

	<p>Program. Ensures District staff and volunteers maintain the proper level of First Aid/Emergency Medical Responder certification. In order to provide public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle, criminal, and resource laws in accordance with various State of California Codes and DPR Departmental policy and guidelines: patrol by vehicle, foot, and OHV to ensure public safety and continue to liaison with other law enforcement agencies and provide assistance when required and develop programs to decrease incidents of crime. The goal of proactive patrol is to provide security throughout the Sector and/or District. When patrolling, the supervisor will write and/or review Citations, Criminal, Traffic, and Incident Reports, physically take persons into custody when appropriate. While working with direct reports, the supervisor will continue to develop and coordinate the search and arrest warrant process in each jurisdictional county. The supervisor will adhere to and promote the DPR law enforcement philosophy. The supervisor will schedule and provide law enforcement and/or safety at special events. While on patrol, the supervisor will continue to proactively patrol to detect and investigate crimes.</p> <p>The supervisor will provide medical care and lifesaving measures to injured persons in accordance with Department EMS policy and complete the required reporting per department policy. The supervisor will act as Incident Commander at major incidents and coordinate a cohesive response of other units and allied agencies within the area of impact. Communication with the Chief Ranger will be critical throughout major incidents to allow for coordination with the Department's Law Enforcement and Emergency Services Division on the incident to allow for supplemental staffing if required. The supervisor will communicate via radio and/or Mobil CAD system with the Southern Communication Center for all incidents. The supervisor will maintain all required certificates and training requirements mandated of a Peace Officer set forth by CA Peace Officer standards and Training (POST).</p>
15%	<p><u>RESOURCE MANAGEMENT</u></p> <p>In order to support the Department's natural resource responsibility to acquire, protect, restore, maintain and sustain outstanding and representative examples of California's natural and scenic values for the benefit of present and future generations: While performing Resource Patrol, the supervisor will monitor visitor impact control, that includes the investigation and protection of geological and historical sites, observe and document Wildfire suppression and control concerns and present those observations to the Senior Environmental Scientist. The supervisor will have a basic understanding of C.E.Q.A California Environmental Quality Act) CCR T14 Section 5024, and be able to detect Resource Crimes and take appropriate action; Citation, Arrest, etc. The supervisor will continue to assist Resource Staff as assigned by Chief Ranger to detect areas in need of additional protection and submit proposed protective measures to the Chief Ranger to develop Project Evaluations for further review by Resource Staff.</p>
10%	<p><u>MAINTENANCE/EQUIPMENT MAINTENANCE</u></p> <p>In order to meet requirements of the State Administrative Manual, Department Operations Manual and Department Administrative Manual by maintaining departmental property: Provide for the care of all Law Enforcement and Emergency Services equipment, including vehicles, office equipment, EMR equipment, continue to ensure all work areas including vehicles are kept neat, clean, and orderly. The supervisor will complete and ensure his/her direct reports complete monthly vehicle inspection forms. While completing monthly vehicle inspections, the supervisor and his/her direct reports will ensure the proper functions of Code 3 and radio equipment, and document and report all malfunctions, defects, and/or hazards to the Chief Ranger immediately, to begin the repair process. To provide the best environment for employees and visitors alike, the supervisor will assist maintenance staff in ensuring that the facilities and grounds are in good repair and appearance.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
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.

	The supervisor will work cooperatively with interpretive staff to assist with campfires, nature walks and hikes, and other interpretive presentations. Oversees the Volunteer Patrol. Provide general public information through personal, written, electronic, or telephone inquiries.
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TYPICAL WORKING CONDITIONS

- Sit for prolonged periods of time.
- Patrol by 4x4, ATV, Motorcycle, etc. in an off-road environment for extended periods of time over difficult terrain.
- Wear the required peace officer protective equipment.
- Wear required OHV Safety Equipment as required per policy.
- Stand and/or walk for extended periods of time.
- Work environments may have moderate exposure to unusual elements, such as extreme temperature, dirt, dust, fumes, unpleasant odors, and/or loud noises.
- May involve exposure to aggressive visitors.
- Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around raw sewage, vomit, blood).

TELEWORK DESIGNATION

This position is designated as: (Check one)

Telework Eligible – Office Centered
 Telework Eligible – Remote Centered
 Not Telework Eligible

SPECIAL REQUIREMENTS:

Possession of a valid Class C California driver's license issued by the California Department of Motor Vehicles and all Minimum Qualifications requirements per the State Park Peace Officer (Ranger) Series

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

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.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE