



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Park and Recreation Specialist	549-635-1068-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods	Park and Recreation Specialist	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Service Driven	3431 Fort Ave., Eureka 95503 Fort Humboldt State Historic Park	
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		Senior Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under close supervision of the Senior Park and Recreation Specialist as a part of a multi-disciplinary team, this position assists with defensive planning, general planning, environmental review/regulatory compliance, real property management and natural resources management on a district-wide basis which will require travel. Incumbents are expected to be knowledgeable of natural resources management principles. Performs project management including tracking budgets, schedules, and contracts.</p>		
<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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
25%	<p>Environmental Compliance</p> <p>Assists the Senior Park and Recreation Specialist with environmental review of District projects by preparing sections of Project Evaluation Forms (PEF) and supporting coordination and submittal of documents to the Office of Land Use and Climate Innovation. Coordinates the review of Service Center projects with District staff. May assist in the preparation of Negative Declarations, Environmental Impact Reports and other environmental documents. With support, may prepare applications for permits from various regulatory agencies including CA Fish and Game Streambed Alteration Permits, U.S. Army Corps of Engineers 404 Permits and Water Quality Control Board 401 Certifications. Works as a team member with District staff to provide input into project development planning to avoid or minimize impacts and define the project. Performing or arranging for any required surveys or monitoring pre-, post- and during project implementation. As needed, provides project assistance and aids in oversight to ensure avoidance and minimization measures for projects are implemented appropriately. Responsible for maintaining District files.</p>	
20%	<p>Defensive Planning</p> <p>Assists in defensive planning by reviewing development proposals or activities from adjacent jurisdictions or within easements and agreements for potential impacts on District resources. With direction and oversight, prepare written comments identifying concerns and issues, providing recommendations on project modifications, conditions and mitigation measures for review.</p>	
15%	<p>Natural Resource Project Management</p>	

	Assists District staff with the planning, coordination, and implementation of natural resource projects, including invasive species control, fuel reduction, prescribed fire, vegetation management, and habitat restoration. Assists with developing and tracking project agreements, scopes of work, schedules, and budgets; supports cost tracking to ensure projects remain within scope and funding limits. Coordinates with District staff, contractors, and consultants to support project implementation, and assists with contract administration by compiling documentation, tracking deliverables, and ensuring compliance with Department requirements. Prepares draft progress reports, tracks milestones, and maintains organized project files, maps, permits, and related records to ensure projects are completed on time and properly documented, providing field and administrative support as needed.
15%	Real Property Management Research real property documents to verify property ownership, maps, plans, and documents in coordination with Department's Office of Acquisition and Real Property Services. Corresponds with entities holding real property instruments related to State Park lands. Documents, tracks, evaluates and responds to complaints and requests from park neighbors regarding boundary vegetation, hazard trees, encroachments and other property issues. Assists with writing and coordination of Right of Entry agreements. Maintains tracking system for real property information including any deliverable due dates, information updates, contacts, projects and permits. Processes incoming funds from real property revenue and updates budget tracking. May support development and preparation of property acquisition proposals and documents.
10%	Recreation Planning and Project Development Serve as a coordinator or District representative for park unit General Plans, specific management plans (e.g. Road and Trail Management Plan) and other planning documents consistent with DPR policies and regulations. As part of a multidisciplinary team, assist with the planning and development of recreation facility projects and facilitate the input and work of other District staff. Serve as liaison with Service Center design professionals in project planning. Assist or coordinates the research and analysis of recreation data issues relating to park and recreation projects. Reviews outdoor recreation, economics, and other data from a variety of sources to identify trends in public use, opportunities, demands, and deficiencies of existing concessions and outdoor recreational facilities for , planning and design of facilities and to improve the management of individual park units. Prepares project scope of work and uses Geographic Information Systems (GIS)to create maps and concept plans.
10%	Administration Assists in the organization, entry, and tracking of correspondence, files and data utilizing Microsoft Excel, Microsoft Access, Geographic Information Systems (GIS) and other computer software programs. Updates projected and reconciled budget expenditures utilizing internal tracking spreadsheets, Microsoft Access, and FISCAL. Notifies supervisor and Program leads of upcoming deadlines.
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.
TYPICAL WORKING CONDITIONS	
Work environment is an office setting, using computer, telephone, and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. At times work outside will be required, which may include moderate exposure to unusual elements, such as extreme temperatures, elevations, dust, dirt, smoke, dense vegetation and potential exposure to poison oak, ticks and other.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input checked="" type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input type="checkbox"/> Not Telework Eligible	
SPECIAL REQUIREMENTS:	

Possession of a valid class C driver's license is required. Overnight travel or work on weekends or nights maybe required.

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