



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	District Superintendent II	549-683-0970-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sierra District	District Superintendent II	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Sierra District	Sierra District Office	
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		Northern Field Division Chief (C.E.A. -A)
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 the general direction of the C.E.A.-A, Northern Division Chief, the District Superintendent II has delegated authority vested by the Director of the Department of Parks and Recreation to direct the overall activities of the district. The District Superintendent II is responsible for supervising overall District operations including, but not limited to, natural and cultural resource protection and management, public safety and law enforcement, visitor services, interpretation programs, real property management, facilities maintenance, and administrative services.</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	
35%	<p>District Operations: Plans, organizes, develops, directs, oversees, reviews, provides analysis, develops, and implements the operation of the units of the State Park System within the District. Manages all District programs and functions relating to natural and cultural resource protection, interpretation and education, facility and equipment management, public safety, and recreation. Manages the development and approves implementation of cultural and natural resource management program activities in the district Approve of wildfire management plans and prescribed fire activities and manage exotic species removal programs and restoration programs for native biotic communities and ecosystems, and for native species and their habitats. Manages the core cultural resource management programs including inventory, evaluation, registration, and maintenance of historical and cultural resources, and coordinate with Native American groups and other constituents. Provide management oversight for the District's museum collections management program, including registration, conservation, maintenance, security of museum objects, and the wise and appropriate use of museum objects. Strives to ensure the most relevant, accurate and timely data and research is undertaken to inform not only natural and cultural resource management, but also interpretation and education, planning, public safety, business services, asset management, community engagement and all related management decisions. Oversee program implementation and maintenance of a Unit Data File, including such items as resources management plans, inventory of features, resource elements of General Plans, condition surveys and other cultural or natural resource documents and programs for each unit within the District. Budgets for and manages documents and programs for each unit within the District. Recommends the acquisition or protection of lands which enhance the Department's</p>	

	<p>resource management goals and manages the budget and implementation of those lands. Develop and implement cultural, natural, recreational and interpretive programs for park visitors, continually assessing visitor needs and overseeing the development of interpretive programs to meet those needs. Oversee school and community outreach programs and ensures professional, high quality standards for interpretation, including exhibits, publications and live programs. Manages volunteer programs and works closely with cooperating associations to ensure that mutual goals and objectives are successfully achieved. Recommends approval of cooperating association contracts. Manages the use of recreation facilities and develops recreation programs which meet the needs of the State Park System visitors. Reviews and approves special events. Sets limits and seasons on campground occupancy and reservation periods, establishes day use hours and approves special restrictions and conditions for use, including prohibited areas and closures of park units or portions thereof. Approves the activities of Federal, State, and local special programs related to State Park System operations, including Youth Conservation Corps, California Conservation Corps, Green Thumb, California Department of Forestry, California Youth Authority, California Department of Corrections, County work crews, etc.</p>
<p>15%</p>	<p>District Policy and Regulations:</p> <p>Ensures effective implementation of all applicable policies and procedures established by the State Park and Recreation Commission, The Director, Deputy Director, and Park Stewardship. Ensure and establish effective District operating policies and procedures in support of the Department's Strategic Goals. Represents the Department when authorizing or prohibiting activities set forth in all applicable Government Code and California Code of Regulations. Develops and implements programs for maintaining facilities, reviews and monitors program results, and complies with applicable policy, rules and regulations. Sets standards, priorities, and approves schedules, and manages all equipment. Directs, oversees, plans, reviews, provides analysis, develops, implements, and complies with the policies established by the State Park and Recreation Commission, the Director and the Deputy Director, and Park Operations to establish District operating policies and procedures consistent with those policies. Act as the "Department" and "Division Chief" when authorizing or prohibiting activities set forth in the California Code of Regulations, Title 14, Chapter 1-8. Recommend permitting, provides input, and approves Memorandums of Understanding, Right of Entry, Lease Agreements, Motion Picture, Photography, Special Event permits, and other contractual agreements with the District.</p>
<p>15%</p>	<p>Public Safety and Community Involvement:</p> <p>Ensures a safe recreating environment for park visitors and a safe working environment for employees. Analyzes visitor and employee safety problems and develops programs designed to reduce safety hazards and to gain employee cooperation in safe practices. Works and consults with Law Enforcement and Emergency Services Division (LEES) and District Public Safety Superintendents to analyze law enforcement problems aimed at reducing and satisfactorily handling enforcement problems. Works and consults with LEES and the District Public Safety Superintendent on investigations for appropriate actions regarding use of force by State Park Peace Officers, citizen's complaints and allegations of improper conduct. May serve on the Department Weapons Use Review Board. Works and consults with LEES and the District Public Safety Superintendent to suspend Peace Officer designations. Approves the installation of Code 3 equipment. Works and consults with LEES and District Public Safety Superintendent to conduct review of employee and State vehicle accidents and takes appropriate action. Approves equipment, marine, river and aircraft operation qualifications and operations. Acts as a liaison with local governments, state and federal agencies, legislators and their staff, private interests, special interest groups, commercial enterprises, and the media. Identifies and works collaboratively with other District Superintendents and Division Chiefs to develop and implement relevant programming and services to engage and provide access for underserved populations and non-traditional park visitors. Works with disabled, minority, and economically disadvantaged groups, developing cooperation and interest in conservation programs. Negotiates agreements with local governments, acts as liaison with local citizen advisory committees, and appoints or recommends appointments and/or members to those committees.</p>
<p>10%</p>	<p>Fiscal Management:</p>

	<p>Facilitates identification and management of budget programs, following guidelines established by the Department. Operates the District and units within established budget allotments. Budgets for proposed District Minor Capital Outlay and Deferred Maintenance projects. Prepares and implements heavy equipment and fleet management procurement, maintenance, modification, utilization, control, and economically disposes of automotive, construction, maintenance, marine, and aeronautical equipment. Periodically monitors and validates expenditures and receipts between District and CalStars or other reports, adhering to regulations outlined in the Departmental and State Administration Manuals. Allocates funds among District programs and units with sufficient direction as to assure efficient, economical and effective operation of the District and the State Park System. Coordinates with other District Superintendents and Headquarters staff in placing budget requests in priority. Allocates funds for operations and programming to establish annual sector and unit revenue goals for the District and provides leadership and direction to subordinate staff for the attainment of these goals. Recommend fees and fee adjustments to meet revenue goals. Approves all district contracts necessary to meet established goals, objectives and operational responsibilities, within the established departmental and control agency limits. Balances fee revenues, operational costs, marketing, programs, and services which assist with development and implementation of marketing programs. Analyses past, current, and future potential revenue generation ideas, programs, and opportunities. Support existing revenue generation strategies and implement new strategies as necessary to maximize revenue generation within a given unit. Responsible for funding, infrastructure, staffing, partnerships, concession, data analysis and assessment of park services offered and desired, as well as pricing, development of a marketing plan, and the integration of technology. Accepts gifts of personal property and cash donations on behalf of the Department. Actively solicits grants and outside funding opportunities which support the Mission of the Department.</p>
<p>10%</p>	<p>Real Property Management and Planning:</p> <p>Surveys and continuously monitors the boundaries of each unit in the District; recommends approval of permits for rights of way and easements across State Park System lands pursuant to Public Resource Code sections 5003.5, and 5012. Resolves trespass upon State Park System lands and takes the lead in initiating appropriate criminal and/or civil action in consultation with appropriate staff specialists and legal counsel. Recommends decisions regarding grazing and agricultural permits and leases. Review and make recommendations on land acquisition and development proposals within the District. Review and provide input to all general plans for units within the District. Recommends acquisition and development priorities, prepares property acquisition proposals, and participates at the field management level in the preliminary project planning process. Recommends names of park units, classifications, or portions thereof. Stays abreast of local planning issues, reviews and comments on projects which impact State Park System units and complies within federal and state environmental impact statutes.</p>
<p>10%</p>	<p>Personnel:</p> <p>Manages the Department's Equal Employment Opportunity program at the District level. Ensures proper maintenance of Official Personnel files for all employees and volunteers. Participates in the resolution of grievances and issues decisions at the first level of review in the departmental grievance procedure. Take disciplinary actions deemed appropriate, up to the dismissal of permanent and seasonal employees. Acts as a Skelly officer for adverse action appeal hearings. Delegates adverse actions to subordinates as appropriate. Represents the Department at civil proceedings arising from adverse actions. Represents the Department at Worker's Compensation, Unemployment Benefit, and Board of Control hearings. Maintains effective liaison with employee organizations and with the Department's Employee and Labor units, consistent with proper classification principles and workload priorities consistent with departmental policy. Ensures staff is assigned where most needed. Recommends approval of Position Action Requests to ensure proper classification control. Approves appointments of seasonal personnel and volunteers consistent with applicable rules and regulations. Establishes, implements, and evaluates programs for training and developing employees which will ensure a safe, efficient, and economical operation of the units of the State Park System. Identifies training and development needs of District employees and requests the Department's Training Section develop or identify</p>

	learning and development programs and plans to meet those needs. Authorizes the use of personnel as training facilitators or instructors. Approves out-of-service training requests. Ensures District compliance with mandated training needs and timetables. Encourages mentoring programs within the District.	
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		
Office setting with routine visits to the park units, external offices, and experiences in the outdoors. Uniform standards may be found in the Uniform Handbook, specific to the State Park Superintendent series. Must be willing to work weekends and holidays as necessary.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C 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>		
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