



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	State Park Superintendent III	548-928-0974-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Public Safety Sector Superintendent	SO7
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Public Safety Sector	Crystal Cove State 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		
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>The State Park Superintendent III serves under the direction of the District Superintendent as the Public Safety Sector Superintendent with primary responsibility for Crystal Cove State Park and programmatic oversight of the District's Public Safety Program. This position provides leadership and oversight for a complex coastal sector that includes developed beach areas, backcountry resources, and the Crystal Cove Historic District.</p> <p>The Superintendent manages integrated program functions including Visitor Services, Resource Management, Interpretation, and Facilities Maintenance, and provides district-wide oversight of Public Safety and Aquatic Operations programs to ensure consistency, compliance, and operational readiness across the Orange Coast District.</p> <p>The position maintains coordination with governmental agencies, cooperating associations, concessionaires, and stakeholder groups, and serves as a liaison for public communication and partnership development. The Superintendent ensures protection of natural, cultural, and historic resources while maintaining compliance with applicable laws, regulations, and Departmental policies.</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	
25%	<p><u>Administration</u></p> <p>This position, under the direction of the District Superintendent, evaluates and monitors the effectiveness of operational and administrative programs within the sector and assigned district-wide responsibilities. Maintains awareness of all contracts, leases, and operating agreements, and manages seasonal allocations for Crystal Cove State Park and Corona del Mar State Beach.</p> <p>Develops and manages program budgets, tracks expenditures, and oversees the Sector Special Events program. Prepares employee evaluations and performance reports, and reviews public safety reports for accuracy, completeness, and compliance with legal requirements and Departmental policy. Provides direction on complex or sensitive incidents and ensures appropriate follow-up, including investigations related to criminal activity, employee conduct, and visitor or employee accidents.</p> <p>Keeps the District Superintendent informed of significant or controversial issues, maintains Districtwide staffing and call-out rosters, and completes administrative assignments as directed to support District operations and priorities.</p>	

<p>25%</p>	<p><u>Management and Supervision</u></p> <p>This position is responsible for sector-wide personnel management, supervision, and program oversight for Crystal Cove State Park, and assigned district-wide functions. Provides leadership and direction to State Park Peace Officers, lifeguards, maintenance staff, park aides, interpreters, and supervisory staff to ensure safe, effective, and consistent operations.</p> <p>Oversees fiscal management, budgeting, revenue collection, and accountability, including coordination of special events, film permits, concessions, and cooperating association activities. Ensures appropriate staffing levels and work schedules to meet operational demands, and conducts regular staff meetings while participating in District leadership teams.</p> <p>Directs and supports district-wide Public Safety and Aquatic Operations programs to ensure consistency with Departmental policies, operational readiness, and intersector coordination. Serves as the primary sector contact for local media and prepares draft communications and news releases for District review. Maintains working relationships with local law enforcement, courts, partner agencies, community organizations, and stakeholders to support public safety and operational objectives.</p> <p>Prepares management plans, budget proposals, and capital outlay projects, and provides oversight of the Crystal Cove Historic District operations, including coordination with concessionaires and the Crystal Cove Conservancy. Monitors the operating agreement with the City of Newport Beach related to Corona del Mar State Beach to ensure compliance with Departmental policies and contractual requirements.</p>
<p>25%</p>	<p><u>Protection, Enforcement and Aquatic Safety</u></p> <p>Ensure a balanced and comprehensive Law Enforcement and Emergency Services program is provided for the protection of park visitors, resources, property, and employees within the Orange Coast District. Provide district-wide oversight, leadership, and coordination of Public Safety and Aquatic Operations programs to ensure consistency, compliance, and operational readiness across all sectors.</p> <p>Prepare, maintain, and ensure adherence to protocols, procedures, policies, and guidelines. Provide recommendations to the District Superintendent for improvements to operational policies and procedures related to the District's Law Enforcement and Emergency Services Program, including, but not limited to, the following:</p> <p>Aquatic Safety Program – In coordination with Sector Superintendents and Public Safety leadership, ensure District-wide standardization and compliance with protocols and guidelines as defined within the Department's Aquatic Operations Handbook. Responsibilities include oversight of physical testing, training and development, standards of conduct, general procedures, aquatic rescue operations, beach and off-road vehicle operations, rescue vessel operations, dive programs, swift water rescue, search and rescue, Junior Lifeguard and related youth programs. Maintain inventory records, oversee procurement of standardized equipment and supplies, and ensure completion of monthly and annual Aquatic Safety reports.</p> <p>Evidence Program – Maintain compliance and provide guidance District-wide for evidence handling, including records management, proper storage, disposition, and destruction of property obtained as evidence in accordance with current law and Departmental policy.</p> <p>Lost and Found / Safekeeping Property – Provide guidance and oversight for the District's lost and found and safekeeping property programs. Ensure compliance with all policies regarding documentation, storage, and disposition of property.</p> <p>Parking Notice Program – Provide oversight and guidance to ensure adherence to Departmental Parking Citation Procedures. Ensure personnel are properly trained and equipped, accountable documents are maintained, and processes are in place for review of contested citations.</p> <p>Emergency Planning – Provide leadership and may serve in an Incident Command System (ICS) role during major incidents, natural disasters, and planned events. Collaborate with District</p>

	<p>leadership and allied agencies to develop and maintain emergency preparedness plans, including interagency coordination, training (ICS/NIMS/SEMS), and post-incident debriefings.</p> <p>Law Enforcement and Public Safety Training – Coordinate and ensure compliance with all required training standards for public safety personnel, including POST, CPR/AED, EMR, firearms, defensive tactics, vessel operations, and specialized certifications. Maintain required training records and ensure personnel readiness.</p> <p>Internal Affairs / Citizen–Employee Complaints – Provide oversight and direction for internal affairs investigations and citizen complaints. Ensure complaints are received, documented, investigated, and resolved in accordance with Departmental policy and applicable law.</p> <p>Maintains ongoing coordination with allied law enforcement, fire agencies, and emergency response partners to support effective public safety operations throughout the District.</p>
10%	<p><u>Resource Management and Interpretation</u></p> <p>Coordinates with the District Maintenance Chief, District Superintendent, and Resource Management staff to ensure the protection and preservation of natural, cultural, and historic resources within Crystal Cove State Park. Reviews and evaluates programs related to vegetation management, vector control, visitor impact management, erosion control, and the protection of sensitive biological, geological, paleontological, and archaeological resources.</p> <p>Reviews and provides recommendations to the District Superintendent on research proposals, collection permits, and other resource-related activities to ensure compliance with Departmental policies and applicable laws. Provides input on District compliance with the California Environmental Quality Act (CEQA), Coastal Commission requirements, and Public Resources Code Section 5024 related to cultural resource protection.</p> <p>Monitors and evaluates operating agreements, concessions, and special event activities to ensure compliance with resource protection requirements. Ensures that potential impacts to natural and cultural resources are considered in operational planning and decision-making, including public use, special events, and development projects.</p> <p>Ensures that interpretation is a priority within the Sector and that a balanced interpretive program is developed and maintained in accordance with Departmental policies and directives. Supports the development and delivery of high-quality interpretive programs, exhibits, publications, and educational opportunities that enhance visitor understanding and stewardship of park resources.</p> <p>Oversees coordination with cooperating associations, including the Crystal Cove Conservancy, to ensure alignment with interpretive goals and messaging. Supports volunteer programs and partnerships that enhance interpretive and educational offerings. Reviews and provides guidance on interpretive plans, unit histories, and program development to ensure consistency with Departmental standards and District priorities.</p>
10%	<p><u>Real Property Management</u></p> <p>Responsible for the investigation, inspection, and review of land acquisition proposals, rights-of-way, and easements affecting State Park lands. Reviews and provides recommendations for approval of real property transactions and ensures compliance with applicable laws, Departmental policies, and regulatory requirements. Identifies and addresses encroachments and trespass issues, and as directed, may coordinate or initiate appropriate administrative, civil, or criminal actions. Coordinates with other agencies on land use matters, supports property transfers or surplus property actions, and ensures that property records, maps, and boundary documentation are accurate and up to date.</p> <p><u>Maintenance and Facility Management</u></p>

Actively manages and participates in the Facility Development and Maintenance program within **Crystal Cove State Park** and assigned areas. In the absence of the Park Maintenance Supervisors, ensures that all facilities, infrastructure, and equipment are maintained in a clean, safe, and serviceable condition for public and staff use. Coordinates with the District Maintenance Chief and supervisory staff to prioritize maintenance needs, schedule work, and address operational deficiencies.

Provides oversight for facility inspections, preventative maintenance programs, and repair activities, and ensures compliance with Departmental standards, safety requirements, and regulatory mandates. Identifies and recommends improvements, replacements, and new facility development projects, including Minor and Major Capital Outlay proposals. Ensures that budget planning and expenditure align with operational and infrastructure needs and supports long-term facility planning efforts 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

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 driver’s license is 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



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DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	State Park Superintendent II	548-928-0974-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Orange Coast District	Public Safety Sector Superintendent	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Public Safety Sector	Crystal Cove State 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		
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>The State Park Superintendent II serves under the direction of the District Superintendent as the Public Safety Sector Superintendent with primary responsibility for Crystal Cove State Park and programmatic oversight of the District's Public Safety Program. This position provides leadership and oversight for a complex coastal sector that includes developed beach areas, backcountry resources, and the Crystal Cove Historic District.</p> <p>The Superintendent manages integrated program functions including Visitor Services, Resource Management, Interpretation, and Facilities Maintenance, and provides district-wide oversight of Public Safety and Aquatic Operations programs to ensure consistency, compliance, and operational readiness across the Orange Coast District.</p> <p>The position maintains coordination with governmental agencies, cooperating associations, concessionaires, and stakeholder groups, and serves as a liaison for public communication and partnership development. The Superintendent ensures protection of natural, cultural, and historic resources while maintaining compliance with applicable laws, regulations, and Departmental policies.</p>		
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This position is designated as: (Check one)		
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