

State of California
CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Conservationist Supervisor	REPORTING UNIT NUMBER 834	
DIVISION/BRANCH OR CENTER Norwalk District/ Region 3	LOCATION Norwalk	
CLASS TITLE Conservationist Supervisor	POSITION # 533-834-1202-301	EFFECTIVE DATE 5/1/2026

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
5-9	Conservationist 1 (C1)	50 -100	Corpsmembers
1-2	Conservationist 2 (C2)	4-5	Special Corpsmembers (SpCM)

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

Physical requirements for this classification are arduous: Requires lifting objects weighing 50 pounds or more, often in combination with pushing, pulling, bending, stooping, squatting, grabbing, carrying, kneeling, twisting, and reaching at or above shoulder level. Includes sitting, standing, and walking most of the time; includes working on irregular surfaces, and the ability to hike difficult terrain, may require extraordinary physical activity and extended hours of continuous work in remote areas. Work temperatures vary from extreme cold to extreme heat and humidity, especially when responding to emergency work and disaster relief operations such as wild land fires and floods.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under direction of the District Director for the Norwalk District, the Conservationist Supervisor is responsible for managing all aspects of the Norwalk Center operation either directly or indirectly through the supervision of staff. Duties include:

Relative time required 30%	<ul style="list-style-type: none"> Develop, monitor, and manage the public service conservation work and special programs. Negotiate contracts with funding sources in the surrounding communities. Review projects to ensure quality control, timely completion, and the use of safe work practices.
20%	<ul style="list-style-type: none"> Supervise Conservationist 2 (C2), Conservationist 1 (C1) and Corpsmembers (CMs) assigned to the Norwalk District, Norwalk Center. Provide day-to-day guidance and direction on the proper implementation of CCC policies and procedures. Monitor and ensure proper implementation and compliance with the supergrade program, corpsmember discipline policy, and staff and corpsmember evaluation process. Ensure all federal, state, departmental, and district regulations are being followed.
15%	<ul style="list-style-type: none"> Assist with the recruitment, hiring, and training of staff assigned to Norwalk District, Norwalk Center. Ensure all staff effectively performs their responsibilities by evaluating their performance on a continual basis.

	<ul style="list-style-type: none"> • Complete Individual Development Plans and Individual Training Plans annually, complete probation reports for probationary employees, and investigate and respond to grievances from staff and CMs. • Participate in Center, Region, and Statewide staff meetings providing input and information relative to all programs. • Maintain confidentiality of sensitive matters regarding staff and CMs. • Provide training and ensure compliance with departmental Equal Employment Opportunity (EEO) policies.
15%	<ul style="list-style-type: none"> • Develop and maintain cooperative relationships with sponsors and the community by effectively communicating and interfacing with sponsor representatives, political representatives, community leaders, and members of the community. • Assist with community resource development such as donations, projects, volunteers, job placement, and partnerships. • Promote CCC through contact with the media, presentations before civic groups, governing bodies, and in educational settings.
10%	<ul style="list-style-type: none"> • Oversee Norwalk District's Norwalk Center, operations ensuring that the facility is running effectively and efficiently. • Act as liaison with CCC Headquarters and Region 3 by communicating necessary information in a timely manner regarding programs, policies, issues, etc., and responding to requests for information and assistance.
5%	<ul style="list-style-type: none"> • Coordinate and organize emergency response. • Ensure that Conservationist staff and CMs can respond to an emergency efficiently, with proper equipment. • The Conservationist Supervisor may act as a liaison or agency representative on emergency operations.
5%	<ul style="list-style-type: none"> • Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.

Employee Printed Name _____

Employee Signature _____

Date: _____

Supervisor Signature _____

Date: _____