



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Strategic Planning & Recreation Services		Staff Park and Recreation Specialist	549-336-1088-004
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Planning Unit		Sea Level Rise Planning Manager	S01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
General & Recreation Planning Unit		Sacramento, HQ	n/a
STATE HOUSING			IMMEDIATE SUPERVISOR
Housing 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 the direction of the Senior Park and Recreation Specialist, the Staff Park and Recreation Specialist performs the major administrative duties representing the Strategic Planning and Recreation Services Division within the interdisciplinary Coastal Resilience (CORE) Program. The incumbent provides technical expertise in long-range planning, planning policy, and strategic program development to support departmentwide implementation of the Department's Sea Level Rise Adaptation Strategy. This includes ensuring integration of SLR adaptation, climate resilience, and coastal policy into planning processes, recreational access initiatives, and project and program level decision-making.</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		
30%	<p>CORE PROGRAM DEVELOPMENT AND IMPLEMENTATION</p> <p>Work as a team member of the Department's Coastal Resilience (CORE) Program to support implementation of the Department's Sea Level Rise Adaptation Strategy, with a focus on integrating coastal resilience priorities into planning, access, and recreation plans and policy. Incumbent will develop and update Department policy, guidance documents, and training materials related to coastal adaptation. The incumbent will manage the Planning aspect of the Department's Sea Level Rise Adaptation Strategy. Assist with program reporting, development of work products, and coordination of interdivisional meetings and workshops to promote effective implementation of SLR adaptation efforts statewide. Contribute to data collection, management, and project scoping tasks. Help align Department-wide planning frameworks, including General Plans, Management Plans, and Programmatic Environmental Impact Reports, with long-term adaptation objectives that balance recreation, resource protection, and infrastructure resilience.</p>		
30%	<p>SYSTEMWIDE SUPPORT TO DISTRICT PROGRAMS</p> <p>Collaborate with district and divisional staff to identify, plan, and implement priority SLR adaption projects, including developing project concepts, scoping documents, and adaptation strategies grounded in Department adopted SLR policy, tools, and vulnerability assessments. Provide technical assistance to districts applying SLR decision support tools (e.g., projection viewers, recreational asset vulnerability datasets, adaptation pathways). Translate planning and policy frameworks into actionable recommendations for facility siting, access planning, recreation</p>		

	infrastructure, and park management decisions. Assist districts in the interpretation of statewide planning guidance within site-specific contexts and support consistency and alignment across coastal adaptation responses statewide.
25%	POLICY, GUIDANCE, AND STRATEGIC PLANNING Support integration of sea level rise adaptation into long-range and general planning (including General Plans, Management Plans, and planning-level CEQA documents). Provides consultative services to management about defensive planning for coastal units. Develop, maintain, and interpret Departmental planning policy, standards, and guidance that promote consistent, climate-informed decision-making across programs. Coordinate with Planning, Natural Resources, Cultural Resources, and Facilities Management to align planning frameworks, policies, and implementation strategies. Participate in interagency planning and policy efforts related to access, equity, and long-term visitor use in the context of climate change. Track planning-related adaptation actions in the Sea Level Rise Adaptation Strategy, identify policy gaps, and contribute to staff training and guidance to strengthen departmental planning capacity.
10%	ADMINISTRATION Prepare clear, concise memos, reports, and correspondence related to SLR and Planning activities. Attend staff meetings, project meetings, and trainings. Utilize administrative tools, including cloud-based systems, spreadsheets, and document-management platforms, to manage schedules, work plans, reporting requirements, and program documentation.
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	
<ul style="list-style-type: none"> • 75% office environment, requiring daily and frequent use of personal computer and a variety of office software applications, including web-based communications at a workstation, seated in a normal seated position for extended periods of time. • Involves interpersonal interactions with visitors, community organizations, students, academics, and staff. • 25% work in the field, in a range of climatic environments from hot, dry areas, coastal beaches, forests, chaparral, and steep terrain; may include extreme weather, temperatures, elevations, dirt, dust, fumes, unpleasant odors, traffic, and/or loud noises. 	
TELEWORK DESIGNATION:	
This position is designated as Telework Eligible - Remote Centered.	
SPECIAL REQUIREMENTS:	
Willingness to occasionally work evenings and weekends as needed. Attentive to the needs of the public, enthusiastic, and highly motivated. Able to work independently when necessary. Periodically travel Statewide to meet District and Departmental program needs. 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