



DUTY STATEMENT

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division		Associate Park and Recreation Specialist (P.I.)	549-925-1089-902
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Orange Coast District		District Planner	R01
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Natural Resources		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			Senior Environmental Scientist (Supervisory)
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 Environmental Scientist (Supervisory), the Associate Park and Recreation Specialist (District Planner) is assigned to the District Services Program for the Orange Coast District, with a reporting location at Crystal Cove State Park in Newport Beach, California. The incumbent implements the District's planning program, including coastal planning and monitoring, project development and coordination, California Environmental Quality Act (CEQA) review, regulatory compliance, permitting, grant writing, and real property management. The position is required to manage complex projects.</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		
40%	PLANNING Prepare and review planning reports and documents addressing district priorities such as infrastructure development, coastal resilience and adaptation, and long-term resource protection. Use geographic information systems (GIS), databases, and department-developed tools (e.g., sea-level rise viewers and related modeling platforms) to collect, analyze, and interpret data related to park use, resource management, emerging threats, and operational needs, including climate change and sea-level rise impacts. Assist with the evaluation and ability to synthesize information from park general plans, historic land-use records, technical modeling studies, vulnerability assessments, and related planning documents to inform both short- and long-term park management decisions. Review planning and environmental documents prepared by consultants and provide technical analysis, recommendations, and feedback to district management. Identify and pursue funding opportunities to support district planning and infrastructure priorities, including preparation of grant applications independently or in partnership with local governments, agencies, and nonprofit organizations. Coordinate with other State Parks districts, cities, counties, and state and federal agencies on regional planning initiatives and district projects. Prepare or assist with development of project scopes, budgets, presentations, and communication materials to support planning initiatives and inform internal and external stakeholders.		
20%	REAL PROPERTY MANAGEMENT Research and evaluate real property issues affecting district park units and assist in facilitating real property and access agreements that protect park resources and operational needs. Serve		

	<p>as a district point of contact with entities holding or seeking real property rights on State Parks lands—including public utilities, neighboring landowners, and partner agencies—and represent the district in real property matters as directed. Prepare, review, and administer special use permits, including Right-of-Entry agreements, and assist with development and coordination of easements, leases, and other property-related agreements. Review and interpret real property documents to determine property rights, ownership, and operational implications for district lands. Conduct research and analysis to support real property decision-making, prepare written summaries and recommendations for district management, and draft formal correspondence related to property issues. Maintain and manage a tracking system for district real property records, including agreements, permits, contacts, project status, and deliverable deadlines, ensuring compliance with permit conditions and reporting requirements. Coordinate processing of incoming real property fees and assist with tracking associated revenues and budgets.</p>
20%	<p>REGULATORY COMPLIANCE</p> <p>Assist the District Services Manager in ensuring district compliance with environmental regulations including Initial Studies and related filings. Coordinate and secure regulatory permits for a variety of district projects. Provide consultative services to regulatory agencies—such as the California Coastal Commission—through regular written and verbal coordination to facilitate project review and approvals.</p>
10%	<p>MAPPING & MONITORING</p> <p>Provide mapping and spatial analysis support across district program areas by developing GIS data and producing presentation-quality maps using ArcGIS. Maintain and update the district’s GIS database, including spatial information related to park projects, sensitive resources, roads and trails, and park infrastructure. Coordinate and support shoreline monitoring efforts for both regulatory and management purposes. Conduct field- and/or drone-based monitoring as directed, and assist with the administration and coordination of monitoring partnerships and contracts.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	<p>PUBLIC OUTREACH & ADMINISTRATION</p> <p>Prepare and present planning materials to staff, partners, stakeholders, and the public to support district projects and initiatives. Develop and post informational content, including project updates, photographs, and emergency messaging, for park websites and social media platforms. Attend and represent the district at stakeholder and public meetings and assist in planning and organizing meetings related to district projects, operations, events, and emerging issues. Ensure communications and materials align with Department branding, mission, vision, goals, and objectives. Utilize State-supported software and tools—including Microsoft Teams, SharePoint, Word, Excel, and PowerPoint, as well as ArcGIS and Adobe programs (Acrobat, Illustrator, InDesign, Photoshop)—to prepare materials, manage information, and support project coordination. Document project activities and field observations using spreadsheets, GPS/GIS tools, and photographic records.</p>
5%	<p>Performs other job-related duties as necessary for operational continuity. Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.</p>
TYPICAL WORKING CONDITIONS	
<p>May work outdoors in various types of weather or work in unpleasant conditions. May work in hazardous situations (e.g., around chemicals, heavy equipment). May have occasional work environment exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors. May work at elevated heights or near fast moving machinery or traffic. May work inside an office. May be required to perform basic manual labor. May be required to use a computer and make repetitive movement of hands for an extended time.</p>	

May be required to stand for long periods of time (up to 2 hours) to perform duties associated with the job.

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