



State of California – Natural Resources Agency  
DEPARTMENT OF PARKS AND RECREATION

## DUTY STATEMENT

| DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Coastal Field Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Senior Park Aide (Seasonal)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 549-742-1035-901                              |
| DISTRICT/HQ SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CBID                                          |
| San Luis Obispo Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Day Security                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | E                                             |
| SECTOR/HQ UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | INCUMBENT                                     |
| Museum/Public Safety                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Hearst San Simeon State Monument                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                               |
| STATE HOUSING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | IMMEDIATE SUPERVISOR                          |
| State Housing is not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Supervising State Park Peace Officer          |
| SENSITIVE POSITION DESIGNATION (Check if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                               |
| <p>This position works under the daily leadership of the State Park Peace officers (Ranger and Ranger K-9 Handlers) and the Supervision of the Hilltop Supervising Ranger. The reporting location is the Day Security office at Hearst Castle. The general duties of this position are to provide visitor assistance and to assist in providing for the safety and protection of the visitors, employees, resources and the property of Hearst San Simeon SHM. Assists with operational needs at the Hearst Castle Visitor Center, including but not limited to health and security screenings. Ensures Visitors are following appropriate health and safety protocols at both the Visitor's Center and Hearst Castle State Historical Monument. Train and leads lower-level seasonal employees to perform all the above. Shifts may vary depending on the season. Hearst San Simeon SHM is open 7 days a week. shift schedules usually include weekends. Normal working hours are generally an 8-hour day shift or 4-hour evening shift. This position is not eligible for state housing.</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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                               |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>VISITOR SERVICES</p> <p>Assists Hearst Castle visitors as needed including but not limited to providing assistance to visitors with small children, directing visitors off guided tours to the restroom locating lost and found items and escorting visitors off tours that cannot negotiate the tour route. Evaluates potential first aid situations and calls Firefighter/Security Officers or Rangers for assistance when appropriate. Provide assistance to ADA tour guides as needed, including but not limited to bringing chairs for visitors to sit in during the tours and operate and maneuver the ADA cart around obstacles to ensure accessible pathways for all visitors. Provides van transportation for visitors as needed or directed. Train and lead seasonal Park Aides.</p> |                                               |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>SECURITY AND FIRE PREVENTION</p> <p>Responds to fire alarms. Reminds visitors of our tour rules when necessary to assure compliance. Provides security for special events. Performs close-down procedures on tour routes. Assists as directed in any emergency. Guards tours and serves in other security related functions. Assisting and serving the public. Assists in diplomatic compliance of health and safety rules of tours to protect the public and to protect and maintain the facility. Train and lead seasonal Park Aides</p>                                                                                                                                                                                                                                                     |                                               |
| 20%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <p>INDEPENDENT STUDY AND ASSIGNMENTS</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                               |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Assist in maintaining Day Security equipment such as security lighting and vehicles or medical aid supplies. Maintain medical supplies used by security. Take out trash and change bed sheets in med room. Take part in cleaning the security break room. |             |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                           |             |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                        |             |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.                                                                        |             |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                           |             |
| Most of the working shift is spent outside in any type of weather, multiple stairs and walking distances on security rotations is required.                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                           |             |
| <b>TELEWORK DESIGNATION:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                           |             |
| This position is designated as NOT Telework Eligible.                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                           |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                           |             |
| 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. |                                                                                                                                                                                                                                                           |             |
| <b>SUPERVISOR STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                           |             |
| 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.                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                           |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>SUPERVISOR SIGNATURE</b>                                                                                                                                                                                                                               | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                           |             |
| <b>EMPLOYEE STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                           |             |
| 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.                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                           |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>EMPLOYEE SIGNATURE</b>                                                                                                                                                                                                                                 | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                           |             |