



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Division	State Park Interpreter II	549-720-2827-906
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	Watershed and Indigenous Interpretation Program Coordinator	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey Sector	Monterey District Office	
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		State Park Interpreter III
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 supervision of the District Interpretive Program Manager and project direction from the statewide Watershed Interpretive Program Manager, the Watershed and Indigenous Program Coordinator (State Park Interpreter II) is responsible for leading the development and implementation of a districtwide Watershed and Indigenous Interpretation Program (WAIP) Plan and 5-year WAIP Action Plan. This position will be dedicated to researching, designing, and implementing interpretive projects and programs that deepen public understanding of natural and cultural resource stewardship in watersheds impacted by illegal cannabis cultivation. The WAIP plan will highlight the cultural and ecological knowledge local Indigenous communities bring to land and water stewardship. Key tasks include developing with tribal consultation a 5-year action plan for best practices in interpreting significant natural and cultural resources within district watersheds impacted by illegal cannabis cultivation and other human interference. Coordinates regional interpretive efforts related to cannabis-impacted watersheds, including stewardship messaging. The reporting location for this position is the Monterey District office located at 2211 Garden Road, Monterey CA 93940. This is a limited-term position and will not exceed 24 months.</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	
35%	INTERPRETIVE PROGRAM PLANNING Develop in coordination with contractors, tribal communities, district, and department staff an interpretive program plan for districtwide activities related to watershed and indigenous interpretation in watersheds impacted by cannabis cultivation. This planning effort will communicate the ecological significance of watersheds, and the enduring relationships Indigenous communities have with these landscapes. The program plan and supplemental action plan will be developed in alignment with departmental policy and procedures for interpretive planning and tribal engagement. Collaborate with Tribal representatives, resource specialists, and interpretive staff to ensure that interpretive content reflects accurate, respectful, and place-based Indigenous knowledge alongside contemporary watershed science. Duties include research, content development, bilingual translation coordination, exhibit design input, and the creation of interpretive media such as panels, brochures, digital content, and guided programs. Ensure that all interpretive materials align with Departmental goals for equity, inclusion, and cultural relevance.	

20%	Partnership Support and Collaboration Build and maintain collaborative relationships with Tribal partners, community organizations, and agency stakeholders. Serve as a liaison between the statewide CWPP and District staff and partners in the development, implementation, and evaluation of interpretive programs and projects that broaden community and public knowledge and engagement in topics on watershed management, water quality, and natural resource stewardship, in relation to environmental damage, restoration and remediation in watersheds affected by cannabis cultivation.
20%	Exhibit Development Develop in coordination with contractors, tribal communities, district, and department staff a WAIP exhibit plan. Oversee contracts for graphic design and fabrication of multilingual WAIP exhibits at multiple park units. Work closely with exhibit designers to ensure high quality interpretive writing, graphic design, and adherence to department standards for accessibility and branding.
20%	Watershed Training, Education, and Outreach Promote high quality, mission-based, relevant interpretation and educational experiences for the public. These will include watershed outreach activities and the development of a standards-aligned watershed stewardship education program at Ishxenta State Park. Design and facilitate district-wide training and professional development for park staff, partners, and volunteers on watershed and Indigenous interpretation. Contribute to interdisciplinary planning and evaluation efforts within the CWPP team. Ensure interpretive content aligns with California State Parks' goals for equity, inclusion, and cultural relevance.
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	
This position involves frequent sitting and prolonged engagement with digital equipment (computers, tablets, and mobile devices). Occasional in-state travel will be required for field work that may include time outdoors in variable weather conditions and temperatures. May be required to hike on or off trail in steep and brushy terrain to visit CWPP field sites. Occasional lifting, moving, and carrying equipment up to 20 pounds.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
<input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> 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