



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Park Aide (Seasonal)	549-681-0986-901
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Visitor Services Park Aide	E
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Altamont Sector	Carnegie State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Peace Officer (Supervisor)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the supervision of the State Park Peace Officer Supervisor (SSPPO) and direction from State Park Peace Officer (SPPO) staff, the Park Aide is assigned to the entrance station at Carnegie SVRA. The Park Aide is responsible for campground registration, visitor information, traffic control, fee collection, accountability, attendance documentation, reservation registration, telephones, and housekeeping tasks. Due to varying visitor attendance throughout the year, the job requires the applicant to work weekends and holidays. Evening and early morning shifts are also necessary for this position to meet operational needs. The reporting location will Carnegie SVRA at 18600 W Corral Hollow Road, Tracy CA 95376. This is a semi-outdoor position with exposure to weather conditions including extreme heat, cold, rain and wind. Employees who work to support State Vehicle Recreation Areas (SVRAs) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and to help ensure program transparency, accountability and compliance (TAC) goals are met.		
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	
45%	CONTACT STATION AND PUBLIC INFORMATION Greets visitors at the entrance station, collects appropriate fees, provides receipts, registers visitors into the campground, explains park rules and regulations, advises visitors of park activities and special conditions. Verifies proper vehicle registration and required equipment of incoming off highway vehicles and notifies appropriate personnel of any irregularities or violations. Answers telephone requests for information regarding Carnegie SVRA and other OHV regulations. Reports violations of laws, park rules and regulations, and requests for assistance to SPPO.	
35%	ENTRANCE STATION OPERATION Keeps the entrance station and adjacent areas clean and orderly. Performs camp checks and notifies SPPOs what campsites are noncompliant. Maintains current record of registered campers and day users. Advises lead staff of complaints or suggestions from visitors. Uses radio and telephone as needed to notify the appropriate personnel of any law enforcement or emergency situations requiring a ranger to respond.	

5%	HOUSEKEEPING AND MAINTENANCE Maintains the entrance station, office space and the surrounding area in a clean, orderly and safe condition. Maintains and updates files, poster boards, and logbooks assuring that all employees have ready access to current information. Reports and corrects all hazards to employee safety.	
5%	FIELD/SPECIAL PROJECTS ASSIGNMENTS Assists staff during special events by researching and processing information for various projects, assisting SPPOs in the field, and operates state vehicles including off highway vehicles such as motorcycles, all-terrain vehicles (ATVs) and Recreations Off-Highway Vehicles (ROV). The Visitor Services Park Aide may be approved to participate during work hours on various team projects such as the Facility Enhancement Team or Resources Management Team, and to participate with other staff in educational and interpretive programs.	
5%	ADMINISTRATION Accurately completes all required paperwork, including daily accountability worksheets, electronic Report of Collections (eROC), and timesheets. Notifies the Duty Ranger of any needed supplies.	
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		
Office and entrance station environment. 30%-50% of work is outside of office. Daily and frequent use of personal computer and a variety of office software applications at a workstation. Sit in a normal seated position or stand for extended periods of time. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve some exposure to aggressive visitors. Lift supply boxes up to 10 lbs and move heavier supplies using a hand cart.		
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