

State of California
CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION District Director	REPORTING UNIT NUMBER 436	
DIVISION/BRANCH OR CENTER Region 3 / Los Pinos District	LOCATION Lake Elsinore, Ca	
CLASS TITLE Manager 1	POSITION # 533-436-4969-001	EFFECTIVE DATE 3/25/2026

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
1-3	Conservationist Supervisor	1-4	OA/OT/MST
1-2	Administrative Officer 1 and/or 2	1-4	Conservationist 2
1-5	Conservationist 1 and/or 2	1-20	Conservationist 1
1	Navigators (Analyst 1 / Analyst 2)	1	Supervising Cook
		1-3	Cook Specialist 1 and/or 2
		1-2	Maintenance Mechanic
		1-15	Special Corpsmembers
		50-200	Corpsmembers

The Manager 1 serves as the District Director and is responsible for management of all aspects of Los Pinos District units and programs. The District Director is supervised by and receives general direction from the Region Deputy and is tasked with implementing the mission and goals of the department and district. Respond to emergencies when assigned.

The District Director is a strong and effective leader who:

- Develops Corpsmembers and staff, implements policy and creates a positive environment that fosters success;
- Sets a strong example for subordinates by living and breathing the department's mission, vision and guiding principles of character, competence and cooperation;
- Through his/her own life, demonstrates the benefits of service;
- Mentors those around them;
- Ensures that open and honest communications exist throughout all levels of the organization;
- Recognizes and celebrates success.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

The duties of the District Director cover all Los Pinos District units and programs, and include the following:

Relative time required	
20%	MANAGEMENT: Demonstrate strong and effective leadership by developing Corpsmembers and staff, implementing departmental policies, and creating a positive environment that fosters success. Set a strong example for subordinates by supporting the department's mission, vision and guiding principles of character, competence, and cooperation. Mentor staff and Corpsmembers, demonstrate the benefits of service and support open and honest communications throughout all levels of the organization. Recognize and celebrate success.

15%	PERSONNEL DUTIES: Directly supervise lead staff, monitor, and evaluate their performance in accordance with state and department policies and timelines, prepare staff training and development plans and ensure they are implemented, recognize employees' performance and success, and employ progressive discipline if needed. Provide direction, guidance, and assistance to all staff and Corpsmembers. With assistance from HQ personnel, investigate and respond to Corpsmember and staff grievances. Ensure all staff and Corpsmembers receive appropriate orientation and training regarding state and department policies and procedures. Develop and foster a working environment that is consistent with the mission, goals, and guiding principles of the department. Keep the Region Deputy informed about personnel issues.
15%	FISCAL DUTIES: Develop annual budgets and monitor revenues and expenditures. Develop revenue goals and ensure they are met. Develop annual spending limits and ensure expenditures do not exceed them. Request budgetary adjustments in order to maintain solvency. Oversee procurement and contracting activities to ensure funds are being spent prudently, responsibly, and in accordance with all state laws, and department policies and procedures. Ensure financial reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state, department and district policies and procedures. Develop and foster an environment in which fiscal responsibility is important to all staff and Corpsmembers. Keep the Region Deputy informed about fiscal issues.
15%	CORPSMEMBER DEVELOPMENT: Ensure that Corpsmembers are provided a safe and positive working and living environment and that their needs are being met in the areas of education, literacy, skills training, career development, counseling, post-corps transition, health and safety, security, and recreation. Emphasize the importance of service activities and ensure that adequate opportunities are provided for Corpsmembers to serve their community. Provide staff with the tools and training, guidance, and motivation they need to develop Corpsmembers and provide for their needs. Ensure all Corpsmember development reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state, department and district policies and procedures. Develop and foster an environment in which Corpsmember development is vitally important to everyone in the organization. Keep the Region Deputy informed about significant Corpsmember development issues.
10%	CONSERVATION: Oversee the development and implementation of a portfolio of project work that meets the conservation and emergency response needs of the community, the development needs of Corpsmembers and the financial goals of each unit. Provide project staff with the tools, training, and assistance they need to meet all department, district and unit goals related to project work. Take an active leadership role in developing marketing plans, contacting new sponsors, promoting conservation activities, and maximizing the involvement of Corpsmembers in projects benefiting the community. Set high standards of efficiency, effectiveness and professionalism in work performance and ensure those standards are met. Ensure all project reports are submitted in a timely manner, are thorough and accurate, and meet the requirements of all state, department and district policies and procedures. Develop and foster an environment in which Corpsmembers become integral components of community emergency response and conservation activities. Keep the Region Deputy informed about significant work project issues.
10%	SUPPORT: Ensure that Business Services Staff provide the resources and assistance needed by Corpsmembers and staff to fulfill the mission and goals of the department and district in a timely manner. Provide the tools and training needed to make this possible. Ensure that all aspects of Business Services, including procurement, finance, payroll, administration, food service and facility management are conducted in an efficient, effective, and professional manner. Develop and foster an environment in which Business Services earns respect for and takes pride in their critical supporting role. Keep the Region Deputy informed about significant support issues.
5%	OUTREACH: Promote and represent the CCC in the community through regular, ongoing outreach activities with the media, elected officials, other governmental entities (federal, state, and local) and community organizations. Ensure that all state, department and district policies and procedures are followed regarding these contacts. Keep the Region Deputy informed regarding outreach activities.
5%	POLICY: Assist in the formulation of, and make recommendations regarding, department and district goals, objectives, policies, and procedures. When assigned, serve on policy development working groups and

5%	committees. Ensure that staff and Corpsmembers comply with all existing state, department and district policies and procedures. Keep the Region Deputy informed about recommended policy changes and improvements. PROMOTE DIVERSITY, EQUITY, AND INCLUSION: Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion.
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District Director's Name

Region Deputy's Name

District Director's Signature Date

Region Deputy's Signature Date