



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field Division	State Park Superintendent II	548-720-0978-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	North Operations Superintendent	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey District	Monterey District Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☒ State housing may be required		State Park Superintendent III
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The reporting location for this position is the Monterey District Office located at 2211 Garden Road, Monterey CA 93940. Under the direction of the Chief Ranger, the North Operations Superintendent II provides leadership, supervision, and oversight of public safety, emergency services, and park operations within the northern region of Monterey District. The incumbent manages law enforcement, aquatic safety, emergency response, and public safety personnel while ensuring the effective operation of Fort Ord Dunes State Park Campground and other park units in the region. Responsibilities include emergency planning, incident management, employee supervision, operational scheduling, budget and resource coordination, and maintaining readiness for critical incidents, special events, and emergency responses. The North Operations Superintendent II serves as a key liaison with allied agencies, local governments, community organizations, and stakeholders to advance public safety objectives and operational effectiveness. The position functions in command and general staff roles during emergencies, including Incident Commander, Watch Commander, and Public Information Officer assignments, and is responsible for developing partnerships, coordinating multi-agency operations, implementing public safety initiatives, and ensuring the protection of visitors, employees, and park resources throughout the district's northern operations area. All duties shall be performed in a safe manner in compliance with Department and District policies.		
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%	MANAGEMENT Provides leadership, direction, and oversight for public safety, emergency services, and visitor protection programs within the northern region of Monterey District. Ensures a balanced and comprehensive public safety program that supports high-quality recreational opportunities while protecting visitors, employees, park resources, and State property. Works closely with the Chief Ranger, District Superintendent, District Administrative staff, cooperating associations, local governments, and allied agencies to coordinate operational priorities, staffing, emergency preparedness, special events, and public safety initiatives. Acts as a Public Information Officer (PIO) and media liaison for the district as directed by the Chief Ranger. Serves as the district's North Operations manager responsible for overseeing law enforcement, aquatic safety, emergency response operations, and the day-to-day operation of Fort Ord Dunes State Park Campground. Provides leadership and direction to public safety personnel, establishes operational priorities, and ensures resources are effectively allocated to meet district needs. Responds to Department personnel and allied agency requests for assistance and coordinates multi-agency operations involving public safety, emergency management, special events, and community concerns.	

	Recommends new or revised policies, procedures, and operational practices related to public safety, emergency services, campground operations, and visitor protection. Establishes and maintains cooperative working relationships with local, state, and federal agencies, elected officials, community organizations, transportation partners, and other stakeholders. Serves as a liaison for public safety matters affecting Monterey District's northern region, and represents the Department at meetings, public events, and interagency coordination efforts. Keeps the Chief Ranger informed of operational issues, emerging risks, and public safety concerns, while recommending solutions and implementing strategic initiatives to improve service delivery. Works closely with district leadership, supervisory staff, and partner agencies to ensure personnel, equipment, and resources necessary to support public safety operations, emergency response, search and rescue incidents, and special events are available and deployed effectively.
30%	LAW ENFORCEMENT AND PUBLIC SAFETY Provides direct supervision and operational oversight of law enforcement, aquatic safety, and emergency response personnel assigned to the northern region of Monterey District. Supervises daily public safety operations and ensures appropriate staffing, deployment, and response to law enforcement incidents, visitor emergencies, search and rescue incidents, public safety hazards, natural disasters, special events, and other critical incidents. Responds to significant incidents and serves in command and general staff positions, including Incident Commander, Operations Section Chief, Watch Commander, or Public Information Officer, as circumstances require. Provides field supervision and guidance to State Park Peace Officers and public safety personnel during enforcement activities, investigations, emergency responses, and complex incidents. Reviews reports, arrests, citations, investigations, and enforcement actions to ensure compliance with Department policy, applicable laws, and professional standards. Coordinates law enforcement operations and emergency response activities with allied law enforcement agencies, fire departments, emergency medical services, emergency management organizations, and local government partners. Ensures operational readiness through training, preparedness exercises, emergency planning, and effective deployment of personnel and resources necessary to protect visitors, employees, park resources, and State property.
20%	ADMINISTRATION Provides administrative oversight and support for public safety operations, personnel, and programs within the northern region of Monterey District. Reviews and approves employee schedules, leave requests, overtime expenditures, training records, personnel transactions, and operational reports. Assists with recruitment, hiring, employee development, performance evaluations, probationary reports, corrective action documentation, and workforce planning. Ensures personnel actions are completed in accordance with Department policy, applicable labor agreements, and state regulations. Develops and monitors work plans, operational objectives, budget requests, equipment needs, and program expenditures associated with public safety operations and Fort Ord Dunes State Park Campground. Prepares correspondence, reports, briefing documents, and recommendations for District leadership. Coordinates with Admin staff, Risk Management, Training Officers, and District Administration to ensure compliance with Department policies, training requirements, workplace safety standards, and operational priorities. Maintains records, emergency plans, and administrative systems necessary to support effective district operations and public safety programs.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	HOUSEKEEPING and MAINTENANCE Works with District management and operational staff to identify and address public safety concerns, infrastructure needs, and operational hazards affecting visitors, employees, and park resources. Conducts inspections of facilities, campgrounds, trails, beaches, parking areas, and public use areas to identify safety concerns and operational deficiencies. Recommends corrective actions, facility improvements, equipment purchases, and resource protection measures necessary to support public safety operations and visitor services. Coordinates with maintenance staff, environmental specialists, concessionaires, and cooperating associations to address operational issues impacting public safety and visitor experience. Assists with planning and

	implementation of projects affecting park operations, emergency access, visitor safety, and resource protection throughout the northern region of Monterey District.	
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		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of valid California Class C driver's license.		
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