



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
OHMVR Division	Senior Park & Recreation Specialist	549-550-1087-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Headquarters	Program Compliance Manager	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Program Compliance	715 P Street, Sacramento, CA 95814	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		OHMVR Division Chief
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 direction of the Division Chief, Off-Highway Motor Vehicle Recreation Division (OHMVR), the Senior Park and Recreation Specialist (Sr. PRS) is responsible for reviewing the feasibility, development, implementation, and timely execution of all statewide OHMVR initiatives and projects. The Sr. PRS develops, streamlines, and oversees statewide administrative procedures that promote transparency, compliance, and accountability, and continuous improvement for the Off Highway Vehicle Trust Fund (OHVTF) and Winter Recreation Fund (WRF). This position provides statewide program oversight of the OHMVR Division's statewide OHV Schedule 9 submission, the Over Snow Vehicle (OSV) program, Sno-Park program, Roads and Trails program and other natural and cultural resource protection projects. The Sr. PRS participates in, and may present at, statewide Off-Highway Motor Vehicle Recreation Commission meetings on behalf of the Division. The Sr. PRS organizes, assigns, and reviews the work of Staff and Associate Park and Recreation Specialists and is responsible for the Division's most complex and sensitive OHMVR Program Compliance programs. This position provides technical expertise, develops program policies and procedures, coordinates with internal and external stakeholders, and ensures statewide programs are implemented effectively and in accordance with applicable laws, regulations, and departmental policies. Statewide travel is required.		
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	
25%	OHMVR PROGRAM ADMINISTRATION AND COMPLIANCE Act as the Senior Specialist of Off-Highway Vehicle (OHV) recreation, especially as it relates to projects in the field. Work closely with Division Managers, District and Sector Supervisors, Project Managers, Design staff, and Natural and Cultural Resource Management personnel to develop, negotiate, and implement the goals of the Division programs and projects. Analyze data concerning recreational trends, especially as it pertains to design, construction, and maintenance. Review and analyze correspondence that deals specifically with State Vehicular Recreation Area (SVRA) facilities, grounds, trails, and equipment within park systems. The Senior PRS creates, develops, and improves administrative processes to ensure compliance with mandates, regulatory control agency permits, approvals and compliance with California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), 5024,	

	Fish and Game, Fish and Wildlife, Wildlife Habitat Protection Program (WHPP), Habitat Management Program (HMP), Army Corps of Engineers, Regional Water Quality Control Boards, California Environmental Protection Agency (CalEPA), California Air Resources Board (CARB), Occupational Safety and Health Administration (OSHA), California Department of Transportation (Caltrans), and Office of Fleet and Asset Management (OFAM). Acts as the primary liaison with outside agencies in the development of solutions to OHV trends or issues that may have statewide or national impact or significance. Coordinate with the Facilities Management Division to ensure standardization and management of common issues and needs. Acts as the OHV Division Statewide Trails Lead. Provides oversight for compliance of roads, trails, major and minor Capital Outlay projects funded by the OHVTF for the OHMVR Division. Coordinates related projects with the Facilities Management Program, Service Centers, ADA Unit, and SVRAs. Facilitate and coordinates involvement of Stakeholders, Division and District design and engineering staff, Visitor Services, and Natural and Cultural Resource staff in project planning, permitting, implementation and management in order to minimize and mitigate impacts to resources and the public. Responsible for fiscal compliance as it relates to program oversight, technical assistance, planning guidance and mentoring of projects utilizing the OHMVR Division's \$100m+ annual budget. Serve as the Division's liaison for implementation, performance, and upgrades to the district's Maximo program as it relates to SVRAs and OHMVR Division. Interfaces with the Maximo program to provide coordination and oversight of projects in the Project Infrastructure Database (PID) related to the SVRAs and the OHVTF.
25%	SUPERVISION AND PERSONNEL ADMINISTRATION Responsible to ensure operational effectiveness of all OHMVR Compliance program activities and staff. Apply principles of personnel management and supervision, program development and evaluation techniques. Inspire assigned staff to achieve team and organizational goals while fostering strong relationships, trains subordinate staff to perform the most difficult, sensitive staff work. Provide for staff related administrative functions including preparation of documents for personnel management, training and oversight.
15%	WINTER RECREATION PROGRAMS MANAGEMENT Creates, sustains, and manages the budget for every SNO-Park and Over Snow Vehicle (OSV) program statewide. Develop scopes of work for all OSV winter outdoor recreation programs and assign recreation development plans to be executed by appropriate supervisory recreation staff. Analyze all aspects of SNO-Park administration management to improve processes such as permit generation, sales and reconciliation, contracts, and invoicing. Lead and further develop the skills of the Staff PRS in order for the Staff PRS to effectively supervise Associate Park and Recreation Specialists working in both office and field environments in the execution of the Winter Recreation programs. Monitor all SNO-Park and OSV Grooming programs to ensure statewide operational consistency. Act as the main point of contact for inter-agency winter recreation coordination by liaising between multiple agencies, including national forests, state agencies, local government entities, private contractors, volunteer groups, and various interest groups. Creates and establishes OSV operation policies and procedures and disseminates procedural development and implementation tasks to the Staff PRS. Coordinates, plans, evaluates, and maintains cooperative agreements and professional relationships with outside agencies to promote the interests of OSV operations. Prepare documents and presentation for OHV Commissions meetings. Ensures compliance with all requirements associated with the OSV program, including the NEPA, CEQA, Endangered Species Act (ESA), and Americans with Disabilities Act (ADA); OSV Mitigation, Monitoring, and Reporting Plan (MMRP). Inform the Deputy Director and Division Chief of program-related litigation and legal concerns and recommend mitigation action plans. of Support Environmental Impact Report development and reviews.

10%	SPECIAL PROJECTS Responsible for reviewing the feasibility, development, implementation, and timely execution of the Division's statewide funded special projects that are outside the scope of on-going maintenance at a district operational level. Develop and implement dynamic OHV projects utilizing division staff, interagency consultants, and other recognized OHV experts to maintain compliance with legislative mandates for the OHMVR Division. Recommend special project ideas to the OHMVR Division Chief and develop special project allocations. Works closely with Division Managers, District and Sector Supervisors, Project Managers, Design and engineering staff, and Natural and Cultural Resource Management personnel to implement the goals of the Division programs, including meeting mandates established by SB249. The Sr. PRS will review project requests, recommend appropriate program support, evaluate cost estimates, equipment needs, and project schedules as well as track project agreements for the Division overall. This position will plan, organize, and implement a dynamic OHV program utilizing Division staff, interagency consultants, and other recognized OHV experts compliant with legislative mandates for the OHMVR Division.
10%	MANAGEMENT PLAN DEVELOPMENT Responsible to lead DPR districts, Federal, State and Local agencies in the development and implementation of project plans, including environmental documents and assisting contractors or consultants in developing General Plans. Teach Division staff to effectively acquire input from stakeholders, public agencies, and the general public for incorporation into planning elements. The Sr. PRS participates in, and may present at, statewide Off-Highway Motor Vehicle Recreation Commission meetings on behalf of the Division Facilitate public meetings and develop project plans. Participate in the Divisions natural and cultural resources program coordination with regards to visitor impacts, erosion control and resource protection of existing and planned facilities, systems, or maintenance services. Works closely with the Division's Environmental Program staff to implement resource programs, provide oversight for approved vegetation management and prescribed burns. Assess project impacts to visitor serving facilities, systems, and maintenance operations and adjust projects as necessary to protect park visitors and resources.
10%	EQUIPMENT / PROPERTY Review Staff PRSs development of the Division's Schedule-9 acquisition plans for the OHMVR Division, OSV program and SVRAs. Approve specifications for specialized equipment and review and approve specialized equipment purchases that use OHV funding. Provide supervision and oversight of the OHMVR Division Vehicle Use Reports. Provide oversight of the Division's property and property controls. Responsible for fiscal compliance as it relates to vehicle and equipment acquisition and usage utilizing the OHMVR Division's \$100m+ annual budget. Utilize telematics to promote a transparent, reliable, environmentally responsible, and cost-effective fleet for the OHMVR Division and Districts utilizing the OHV Trust Fund.
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	
Frequent travel is required. Work environment is an office setting, using computer, telephone, and other business equipment. Typical work activities involve frequent and prolonged periods of sitting. Typical work involves extended telephone conversations and keyboard operation. Work environment may have moderate exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. Occasional to frequent work outside of the office in a field environment with a range of climatic environments from hot, dry deserts, coastal beaches, cool forests, and mountainous areas. May be exposed to extreme weather and traffic conditions.	

Operates and navigate 4x4 vehicles, ATVs, RUVs or motorcycles in remote locations over a wide range of terrain and for long periods of time.
Walking or hiking into remote areas with a wide range of terrain.

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