



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	District Superintendent II	549-645-0970-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes	District Superintendent II	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Northern Buttes	District Office, 400 Glen Drive, Oroville, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Northern Field 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	
The District Superintendent II works under the Direction of the Northern Field Division Chief and has delegated authority vested by the Director of the Department of Parks and Recreation. The reporting location is the District Office in Oroville, California. This position is responsible for directing overall District operations including but not limited to; natural and cultural resource protection and management, public safety and law enforcement, visitor services, interpretation programs, real property management, facilities maintenance, and administrative services.	
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
30%	District Operations Plan, organize, develop, direct, oversee, review, provide analysis, develop, and implement the operation of the units of the State Park System within the District. This position manages all District programs and functions relating to natural and cultural resource protection, interpretation and education, facility and equipment management, public safety and recreation. Manage the development and approve implementation of cultural and natural resource management program activities in the district. Program responsibilities include approval of wildfire management plans and prescribed fire activities, management of exotic species removal programs and restoration programs for native biotic communities and ecosystems, and for native species and their habitats. Manage the core cultural resource management programs including inventory, evaluation, registration, and maintenance of historical and cultural resources, as well as coordination with Native American groups and other constituents. This position provides management oversight for the district's museum collections management program, including registration, conservation, maintenance, security of museum objects, and the wise and appropriate use of museum objects. Strive to ensure the most relevant, accurate and timely data and research is undertaken to not only natural and cultural resource management but interpretation and education, planning, public safety, business services, asset management, community engagement and all related management decisions. Oversee the

	implementation and maintenance of a Unit Data File, including such items as resources management plans, inventory of features, resource elements of General Plans, condition surveys and other cultural or natural resource documents and programs for each unit within the district. Budget for and manage their documents and programs for each unit within the district. Budget for and managing their implementation, recommends the acquisition or protection of lands which enhances the Department's resource management goals. Develop and implement cultural, natural, recreational and interpretive programs for park visitors, continually assessing visitors' needs and overseeing the development of interpretive programs to meet those needs. Oversee school and community outreach programs and ensure professional, high-quality standards for interpretation, including exhibits, publications and live programs. This position manages volunteer programs and works closely with cooperating associations to ensure that mutual goals and objectives are successfully achieved. This position recommends approval of cooperating association contracts. Manage the use of recreation facilities and develops recreation programs which meet the needs of the State Park System visitors. Review and approve special events. Set limits and seasons on campground occupancy and reservation periods, establishes day use hours and approve special restrictions and conditions for use, including prohibited areas and closures of park units or portions thereof. Approve the activities of Federal, State, and local special programs related to State Park System operations.
20%	District Policy and Regulations Ensure effective implementation of all applicable policies and procedures established by the State Park and Recreation Commission, The Director, Deputy Director, and Park Stewardship. Ensure and establish effective District operating policies and procedures in support of the Department's Strategic Goals. Represent the Department when authorizing or prohibiting activities set forth in all applicable Government Code and California Code of Regulations. Develop and implement programs for maintaining facilities, review and monitor program results, comply with applicable policy, rules and regulations. Set standards, priorities, and approves schedules, and manages all equipment. Direct, oversee, plan, review, provide analysis, develop, implement, and comply with the policies established by the State Park and Recreation Commission, the Director and the Deputy Director, Park Operations, to establish District operating policies and procedures consistent with those policies; to act as the "Department" and "Division Chief" when authorizing or prohibiting activities set forth in the California Code of Regulations, Title 14, Chapter 1 through 8. Recommend permitting, provide input, and approve Memorandums of Understanding, Right of Entry, Lease Agreements, Motion Picture, Photography, Special Event permits, and other contractual agreements with the district.
15%	Public Safety and Community Involvement This position coordinates with the District Public Safety Superintendent to understand the elements needed for a safe recreating environment for park visitors and a safe working environment for employees. Coordination and consultation with the Law Enforcement and Emergency Services Division (LEESD) and District Public Safety Superintendent to understand their analysis of law enforcement problems aimed at reducing and satisfactorily handling enforcement problems. Maintain awareness with LEESD and the District Public Safety Superintendent on investigations related to allegations of improper use of force by State Park Peace Officers, citizen's complaints, and allegations of improper conduct. Work and consult with LEESD and District Public Safety Superintendent to understand reviews of employee and State vehicle accidents. Coordinate with Public Safety Superintendent to understand if employees are properly trained and certified on approved equipment to complete their duties. This position acts as a liaison with local governments, state and federal agencies, legislators and their staff, private interests, special interest groups, commercial enterprises, and the media. Coordinate with the District's Public Safety Superintendent for public safety MOU's and allied public safety agency relationships. Identify and work collaboratively with other District Superintendents and Division Chiefs to develop and implement relevant programming and services to engage and provide access for underserved populations and non-traditional park visitors. Work with disabled, minority, and economically disadvantaged groups, developing

	cooperation and interest in conservation programs. Negotiate agreement with local governments, act as liaison with local citizen advisory committees, and appoint or recommend appointments and/or members to those committees; work with the District Public Safety Superintendent on agreements involving or impacting public safety.
10%	Fiscal Management Facilitate identification and management of budget programs, following guidelines established by the Department. Operate the District and units within established budget allotments. Budget for proposed District Minor Capital Outlay and Deferred Maintenance projects. Prepare and implement heavy equipment and fleet management procurement, maintenance, modification, utilization, control, and economically disposes of automotive, construction, maintenance, and marine equipment. Periodically monitor and validate expenditures and receipts between District and Cal Stars or other reports, adhering to regulations outlined in the Departmental and State Administration Manuals. Allocate funds among District programs and units with sufficient directions to assure efficient, economical and effective operation of the District and the State Park System. Coordinate with other District Superintendents and Headquarters staff in placing budget requests in priority. Allocate funds for operations and programming to establish annual sector and unit revenue goals for the district and provide leadership and direction to subordinate staff for the attainment of these goals. Recommend fees and fee adjustments to meet revenue goals. Approve all district contracts necessary to meet established goals, objectives and operational responsibilities, within the established departmental and control agency limits. Balance fee revenues, operational costs, marketing, programs, and services which assist with development and implementation of marketing programs. Analyze past, current, and future potential revenue generation ideas, programs, and opportunities. Revenue generation duties will include support of existing strategies, as well as the implementation of new strategies as necessary to maximize revenue generation within a given unit. Responsible for funding, infrastructure, staffing, partnerships, concession, data analysis and assessment of park services offered and desired, as well as pricing, development of a marketing plan, and the integration of technology. Accept gifts of personal property and cash donations on behalf of the Department. Actively solicit grants and outside funding opportunities which support the Mission of the Department.
10%	Real Property Management and Planning Survey and continuously monitor the boundaries of each unit in the district; recommend approval of permits for rights of way and easements across State Park System lands pursuant to Public Resource Code sections 5003.5, and 5012. Resolve trespass upon State Park System lands, take the lead in initiating appropriate criminal and/or civil action, in consultation with appropriate staff specialists and legal counsel. Recommend decisions regarding grazing and agricultural permits and leases. Review and make recommendations on land acquisition and development proposals within the district. Review and provide input to all general plans for units within the district. Recommend acquisition and development priorities, prepare property acquisition proposals, and participate at the field management level in the preliminary project planning process. Stay abreast of local planning issues, review and comment on projects which impact State Park System units and comply within federal and state environmental impact.
10%	Personnel Manage the Department's equal employment opportunity program at the district level. Ensure proper maintenance of Official Personnel files for all employees and volunteers. Participate in the resolution of grievances and issues decisions at the first level of review in the departmental grievance procedure. Take disciplinary actions deemed appropriate to the dismissal of permanent and seasonal employees. Act as a Skelly officer for adverse action appeal hearings. Delegate adverse actions to subordinates as appropriate. Represent the Department at civil proceedings arising from adverse actions. Represent the Department at Worker's Compensation, Unemployment Benefit, and Board of Control hearings. Maintain effective liaison with employee organizations and with the Department's Employee and Labor units, consistent with proper classification principles and workload priorities consistent with departmental policy. Ensure staff

	are assigned where most needed. Recommend approval of Position Action Requests to ensure proper classification control. Approve appointments of seasonal personnel and volunteers consistent with applicable rules and regulations. Establish, implement, and evaluate programs for training and developing employees which will ensure safe, efficient, and economical operation of the units of the State Park System. Identify training and development needs of District employees and requests the Department's Training Section develop or identify learning and development programs and plans to meet those needs.
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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 setting with routine visits to the park units, external offices, and experiences outdoors. Uniform standards may be found in the Uniform Handbook, specific to the State Park Superintendent series. Business hours are preferred. Must be willing to work weekends and holidays as necessary.

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