



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	District Superintendent II	549-715-0970-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	District Superintendent II	M01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Santa Cruz District	Santa Cruz District HQ	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Central 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 Central Filed 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 Felton, 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, and implement the operation of the units of the State Park System within the District. Manages all District programs and functions relating to natural and cultural resource protection, interpretation and education, facility and equipment management, public safety and recreation. Manages the development and approves implementation of cultural and natural resource management program activities in the district. Approves 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. Manages the core cultural resource management programs and maintenance of historical and cultural resources, and coordination with Native American groups and other constituents. Provide management oversight for the District's museum collection management program, including registration, conservation, maintenance, security of museum objects, and the wise and appropriate use of museum objects. Strives to ensure the most relevant, accurate and timely data and research is undertaken to inform 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 management programs of a Unit Data File, including resource 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. Manage budgets for programs in each unit within the District. Manages the implementation and recommends the acquisition or protection of land. Develops and implements cultural, natural, recreational, and interpretive programs for park visitors, continually assessing visitor needs.	

	Oversees school and community outreach programs and ensures professional, high-quality standards for interpretation, including exhibits, publications, and live programs. Manage volunteer programs and works closely with cooperating associations to ensure that mutual goals and objectives are successfully achieved. Recommends approval of cooperating association contracts. Manages the use of recreation facilities and develops recreation programs which meet the needs of the State Park System visitors. Reviews and approves special events. Sets limits and seasons on campground occupancy and reservation periods, establishes day use hours and approves special restrictions and conditions for use, including prohibited areas and closures of park units or portions thereof. Approves the activities of Federal, State, and local special programs related to State Park System operations, including Youth Conservation Corps, California Conservation Corps, Green Thumb, California Department of Forestry, California Youth Authority, California Department of Corrections, County work crews, etc.
20%	DISTRICT POLICY AND REGULATIONS: Ensures effective implementation of all applicable policies and procedures established by the State Park and Recreation Commission, The Director, Deputy Director, and Park Stewardship. Enforces and establishes effective District operating policies and procedures in support of the Department's Strategic Goals. Represents the Department when authorizing or prohibiting activities set forth in all applicable Government Code and California Code of Regulations. Develops and implements programs for maintaining facilities, reviews and monitors program results, comply with applicable policy, rules and regulations. Sets standards, priorities, and approves schedules, and manages all equipment. Directs, oversee, plans, reviews, provides analysis, develops, implements, and complies 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. Recommends permitting, provides input, and approves 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: Plans and works closely 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; the District Public Safety Superintendent shall review and approve all agreements involving or impacting public safety.
10%	REAL PROPERTY MANAGEMENT AND PLANNING:

	Surveys and monitors the boundaries of each unit in the District. Recommends approval of permits for rights of way and easements across State Park System lands pursuant to Public Resource Code sections 5003.5, and 5012. Resolves trespass upon State Park System lands, takes the lead in initiating appropriate criminal and/or civil action, in consultation with appropriate staff specialists and legal counsel. Recommends and makes 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 of all general plans for units within the District. Recommends acquisition and development priorities, prepares property acquisition proposals, and participates at the field management level in the preliminary project planning process. Recommend names of park units and/or classification/or portions thereof. Stays abreast of local planning issues, reviews and comments on projects which impact State Park System units and comply within federal and state environmental impact statutes.
10%	PERSONNEL: Manages the Department's equal employment opportunity program at the District level. Ensures proper maintenance of Official Personnel files for all employees and volunteers. Participates in the resolution of grievances and issues decisions at the first level of review in the departmental grievance procedure. Takes disciplinary actions deemed appropriate up to the dismissal of permanent and seasonal employees. Acts as a Skelly officer for adverse action appeal hearings. Delegates adverse actions to subordinates as appropriate. Represents the Department as civil proceedings arising from adverse actions. Represents the Department at Worker's Compensation, Unemployment Benefit, and Board of Control hearings. Maintains 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 is assigned where most needed. Recommends approval of Position Action Requests to ensure proper classification control. Approves appointments of seasonal personnel and volunteers consistent with applicable rules and regulations. Establishes, implements, and evaluates programs for training and developing employees which will ensure a safe, efficient, and economical operation of the units of the State Park System. Identifies training and development needs of District employees and requests the Department's Training Section develop or identifies learning and development needs of District employees and requests the Department's Training Section develop or identifies learning and development programs and plans to meet those needs. Authorizes the use of personnel as training facilitators or instructors. Approves out-of-service training requests. Ensures District compliance with mandated training needs and timetables. Encourages mentoring programs within the District.
10%	FISCAL MANAGEMENT: Facilitates identification and management of budget programs, following guidelines established by the Department. Operates the District and units within established budget allotments. Budgets for proposed District Minor Capital Outlay and Deferred Maintenance projects. Prepares and implements heavy equipment and fleet management procurement, maintenance, modification, utilization, control, and economically disposes of automotive, construction, maintenance, marine, and aeronautical equipment. Periodically monitors and validates expenditures and receipts between District and CalStars or other reports, adhering to regulations outlined in the Departmental and State Administration Manuals. Allocates funds among District programs and units with sufficient direction as to assure efficient, economical and effective operation of the District and the State park System. Coordinates with other District Superintendents and Headquarters staff in placing budget requests in priority. Allocates funds for operations and programming to establish annual sector and unit revenue goals for the District and provides leadership and direction to subordinate staff for the attainment of these goals. Recommend fees and fee adjustments to meet revenue goals. Approves all district contracts necessary to meet established goals, objectives and operational responsibilities, within the established departmental and control agency limits. Balances 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, and 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, pricing, development of a marketing plan, and the integration of technology. Accepts gifts of personal property and cash donations on behalf of the Department. Actively solicits grants and outside funding opportunities which support the Mission of the Department.	
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		
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