



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Supervisor I	549-715-4800-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Santa Cruz District	Supervisor I	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Districtwide	Henry Cowell Redwoods SP	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		Supervisor II
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 general direction of the Supervisor II, District Administrative Chief, the Supervisor I directly supervises the Districts Personnel, Contracting, Accounting, front office staff and provides administrative support to all field admin staff. This position serves as the subject matter expert on all Personnel related issues and oversees the Districts Business Management Services and Concessions program. The Supervisor I may act in the capacity as the District Administrative Services Chief upon request. The reporting location is the District Office at Henry Cowell Redwoods SP, 303 Big Trees Park Rd, Felton Ca 95018.		
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	
35%	LEADERSHIP AND SUPERVISION Directly supervises the Contracts/Concession, Personnel Analysts, Accounting and Personnel Analysts and Technicians, and seasonal front office staff. Provide leadership over the District's Fiscal, Human Resources, and General Clerical staff. Ensure that all work is completed as required and that all information from the field units is being processed. Interviews and makes selections, communicates recommendations for separations, provides input for corrective action as requested. Prepares performance appraisals and evaluations; responds to grievances; prepares adverse actions; notifies Administrative Chief if further action is needed. Keeps Administrative Chief and District Superintendent's informed of all pertinent matters.	
20%	DISTRICT PERSONNEL MANAGEMENT Enforces appropriate hiring, placements, evaluation, training, and discipline practices. Evaluates and monitors staff's work assignments, assesses training gaps/needs and develops subordinate staff. Provides regular feedback and evaluations to staff, communicates with management regarding staff performance evaluations and concerns. Coordinates the development and preparation of correspondence, procedural and information memos, reports and issue papers relating to various transaction subjects. Leads staff in identifying, developing, and evaluating a comprehensive personnel training program at the district level. Participates in ongoing staff orientation efforts, presents materials and expectations, and facilitates assigned activities. Will serve as the Department's subject matter expert in interpreting and applying laws, rules, policies, and procedures as they relate to payroll, personnel, leave, benefit transactions, and medical leaves. Serves as lead liaison to Risk Management Unit and lead on worker compensation for the	

	district. This position ensures SPB compliance by adhering to document retention schedules and facilitates the completion of Letters of Expectation, and Annual Appraisal and Development forms.
20%	BUSINESS SERVICES/ADMINISTRATION MANAGEMENT Administers, complete and process housing justification forms, execute lease agreements while ensuring compliance with the Departments housing policies and procedures. Prepares, reviews and submits housing-related reports to the County Assessor's Offices for two counties to ensure accurate property assessment and compliance with reporting requirements. Maintains and updates digital and physical housing files, ensuring records are complete, accurate and confidential. Develops and implements standardized filing and tracking procedures to improve efficiency and accessibility of housing information. Identifies program improvement opportunities to ensure efficiency and consistency across all aspects of the housing program. Participates in audits and reviews to ensure compliance with State and departmental standards. Serves as the primary housing contact for district staff, management, and external agencies. Oversee the District IT program and coordinate all IT purchases. Plan, coordinate and manage the decommissioning of obsolete, unsafe, or end-of-life capital assets within the Santa Cruz district's Capital Assets Program. Ensure proper documentation, valuation adjustments, write-offs, and removal of assets from departmental inventory and accounting systems. Monitor compliance with environmental, cultural, and safety requirements related to decommissioning activities with State Parks. Interpret and apply SAM and DAM policies to capital assets program. Serves on district committees as needed.
20%	CONCESSIONS CONTRACTS DEVELOPMENT Initiates concession plans, collects, evaluates, summarizes, and analyzes outdoor recreation, park policy, business, economic, and concession data from a variety of sources to identify trends, opportunities, demands, and deficiencies of existing concession and outdoor recreational facilities on a districtwide basis. Monitors compliance; investigates and recommends solutions to disputes. Prepares long-range plans and recommendations to address the recreational and concession needs on local level and prepares a variety of other written plans and reports, summaries, analyses, and recommendations to establish priorities. Evaluates economic, resource, and recreation impacts of concessions and operating agreements, to the park, visitors, other local, state and federal agencies, and private entities. Evaluates and anticipates the effect of park and outside projects and the changes that impact the concession program and develops plans to eliminate, reduce or mitigate the impacts. Works with and serves on planning teams involved with General Plans, management plans, operating agreements, and a variety of other efforts. Negotiates and works in close cooperation with programmatic park staff, private businesses, and individuals, as well as local, State and Federal agencies to address concession-related outdoor conservation and recreation problems, and to achieve the goals 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