



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)	
Northern	Analyst I (Permanent Intermittent)	549-642-5157-902	
DISTRICT/HQ SECTION	WORKING TITLE	CBID	
Sonoma-Mendocino Coast	Analyst I (PI)	R01	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT	
Mendocino	Mendocino District Office		
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR	
☐ Housing is required ☐ Housing may be required		Senior Park and Recreation Specialist	
☒ Housing is not available			
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 supervision of the Senior Park and Recreation Specialist (SPRS), the Analyst I is responsible for performing the analytical tasks related to administrative and operational functions for Visitor Services and Special Event programs. The reporting location is the Mendocino District Office, Mendocino, CA and may work at various locations throughout the District as requested for operational need.			
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%	SPECIAL EVENT PROGRAM ANALYSIS Provides event planners and clients with venue information, including applicable regulations, Department policies, site maps, and venue-specific requirements. Recommends, when appropriate, modifications to proposed events or alternative venues, based on guidance from the State Park Recreation Supervisor (SPRS), to facilitate permit approval and the successful execution of events. Receives, analyzes, and reviews event applications to determine compliance with state laws, local ordinances, Department policies, and venue-specific restrictions. Submits completed applications to the SPRS for review and approval. Coordinates special events with the Visitor Services Program to minimize impacts on general park visitation and ensure compatibility with ongoing park operations. Analyzes event permit requirements and verifies all required supporting documentation, including certificates of insurance, Alcoholic Beverage Control (ABC) permits, and other applicable approvals. Maintains and updates the District event calendar and coordinates event schedules with District staff to ensure the efficient management of special events, public access, and other District programs. Collaborates with District staff to ensure cultural, natural, and recreational resources are appropriately protected during special events and Visitor Services activities. Reviews and evaluates event plans to ensure proposed activities comply with Department policies, operational requirements, applicable guidelines, and venue-specific requirements. Responds to incoming phone calls and emails and provides information and assistance to the public, vendors, permittees, and park staff regarding the Special Events and Visitor Services programs within the Mendocino Sector.		
25%	PURCHASING/ACCOUNTING Responsible for purchasing supplies and materials for both the Special Events and Visitor Services program and must know the purchasing rules and procedures, including the use of the		

	Cal-Card (P-Card), Purchase Order (PO), and DPR285 methods of payment. Maintains the Special Event revenue log for each park unit and forwards the worksheet to Staff Park and Recreation Specialist for review and comments. Reviews, as assigned, expenditure and purchase documents identified in the Fiscal Tracking System (FTS) 2.0 that support the administration and overall operation of the Special Events Program. Works closely with the Senior Park and Recreation Specialist to provide budget appropriation to the Staff Services Manager II. Follows the Department's cash handling guidelines and exercises good judgement as it pertains to quality control decisions in the processing of accounting documents. Prepares, processes, and maintains accounting documents associated with Special Event permits, including Electronic Reports of Collection (EROCs), deposits, and related fiscal documentation. Administers and maintains the Recreation and Reservation Sales Service (R2S2) system in support of Visitor Services operations throughout the Mendocino Sector.
25%	PROGRAM OPERATIONS Develops, analyzes, and maintains the R2S2 program and Standard Operating Procedures (SOPs) for entrance kiosk operations. Establishes and maintains SOPs based on the Department's "Cash Handling Handbook". Analyzes the scheduling needs and make recommendations for staffing kiosks. Analyses compliance with mandatory training for visitor services staff and volunteers and submits compliance reports. Ensures proper accountability for revenue collection and R2S2 finance procedures are followed. Reviews and processes for accuracy and completeness all park aide timesheets. Analyzes the program's needs and schedules Park Aides for operational coverage in the Mendocino Sector parks as needed. Ensures entrance stations are equipped to meet operational system requirements and visitor needs. Monitors and maintains adequate change funds and inventories of essential supplies, including R2S2 receipt paper, pencils, pens, ticket pens, counterfeit detection pens, and other materials necessary for daily entrance station operations
10%	ADMINISTRATION Completes reports and oversees Lost and Found Program. Communicates with the District Office Authorized Telecommunications Representative (ATR) to ensure phone and data lines are in working order for park operations. Reports any outages in communications. Analyzes and updates park websites as appropriate. Responds to public inquiries, complaints and refund requests.
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	
Primarily work in an office setting. Sitting or standing at a desk using computers and other typical office equipment.	
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