



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

## DUTY STATEMENT

| DIVISION                                                                                                                                                                                                                                                                                                                                | CLASSIFICATION                                                                                                                                                                                                                                                                                               | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Coastal Field Division                                                                                                                                                                                                                                                                                                                  | Senior Park Aide (Seasonal)                                                                                                                                                                                                                                                                                  | 549-741-1035-901                              |
| DISTRICT/HQ SECTION                                                                                                                                                                                                                                                                                                                     | WORKING TITLE                                                                                                                                                                                                                                                                                                | CBID                                          |
| San Luis Obispo Coast District                                                                                                                                                                                                                                                                                                          | Senior Park Aide (Seasonal)                                                                                                                                                                                                                                                                                  | E                                             |
| SECTOR/HQ UNIT                                                                                                                                                                                                                                                                                                                          | REPORTING LOCATION                                                                                                                                                                                                                                                                                           | INCUMBENT                                     |
| Natural Resources                                                                                                                                                                                                                                                                                                                       | Morro Bay State Park                                                                                                                                                                                                                                                                                         |                                               |
| STATE HOUSING: (Check one)                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                              | IMMEDIATE SUPERVISOR                          |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                              | Senior Environmental Scientist                |
| SENSITIVE POSITION DESIGNATION: (Check if applicable)                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                              |                                               |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                              |                                               |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                              |                                               |
| Under the direction of the Senior Environmental Scientist, on a temporary or seasonal basis only, to lead lower-level seasonal employees performing routine public contact and occasional cleanup work in a State Park facility; to perform responsible public contact work and provide visitor services; and to do other related work. |                                                                                                                                                                                                                                                                                                              |                                               |
| <b>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.</b>                                                                                                                                  |                                                                                                                                                                                                                                                                                                              |                                               |
| ESSENTIAL FUNCTIONS:                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                              |                                               |
| %                                                                                                                                                                                                                                                                                                                                       | TASK/DUTIES                                                                                                                                                                                                                                                                                                  |                                               |
| 40%                                                                                                                                                                                                                                                                                                                                     | Prepares routine reports; checks park facilities and reports problems; explains park policies and regulations to the visiting public; answers routine questions from the public inspects completed work for quality control and conformance to established standards; trains lower-level seasonal employees. |                                               |
| 30%                                                                                                                                                                                                                                                                                                                                     | Assist with plover program fencing including erecting, repairing, and maintaining signs, symbolic fencing, and interacting with the public about the species and Park policies.                                                                                                                              |                                               |
| 15%                                                                                                                                                                                                                                                                                                                                     | Work independently; follow instructions; establish and maintain cooperative relations with the general public and other employees; use tools, supplies, and equipment required by the job; perform varied manual tasks, evaluate problems, and take corrective action; and provide leadership.               |                                               |
| 10%                                                                                                                                                                                                                                                                                                                                     | Administration: Attends meetings related to safety, listed species, or restoration of parks lands. Ensures work areas and equipment are in a safe and serviceable condition, ensures timely reporting of all injuries.                                                                                       |                                               |
| 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 work and outdoor work including walking off trail with tools, sometimes in soft sand.                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                              |                                               |
| TELEWORK DESIGNATION                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                              |                                               |
| <b>This position is designated as: (Check one)</b>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                              |                                               |
| <input type="checkbox"/> Telework Eligible – Office Centered <input type="checkbox"/> Telework Eligible – Remote Centered <input checked="" type="checkbox"/> Not Telework Eligible                                                                                                                                                     |                                                                                                                                                                                                                                                                                                              |                                               |
| SPECIAL REQUIREMENTS:                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                              |                                               |
| Possession of a valid class C driver's license is required.                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                              |                                               |

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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 |
|-------------------------------|--------------------|------|
|                               |                    |      |