



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field Division	Analyst I	549-645-5157-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Northern Buttes District	Special Events Analyst	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
District Office	400 Glen Drive, Oroville, Ca 95966	
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 supervision of the Supervisor II, District Administrative Chief, and general direction from the State Park Superintendent III, Public Safety Chief, the incumbent will perform a wide variety of consultative and analytical assignments for the purpose of coordinating and managing special events. Primary responsibilities are the coordination of the special events program with colleagues, coworkers, management, and/or stakeholders. The analyst will also be responsible for administrative support for Public Safety and Visitor Services. The reporting location of this position is the Northern Buttes District Office located at 400 Glen Dr., Oroville, CA.		
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%	Special Events Program Coordinator The Analyst I coordinates the special events program for the Northern Buttes District. Retrieves messages and responds to calls from members of the public seeking a permit for weddings, fishing tournaments, fundraisers, school field trips, and non-profit cooperating associations that support fundraising events. The Analyst I performs routine administrative tasks such as meeting and coordinating with potential permittees, completing permits, identifying, and prioritizing projects, and setting fees for unique situations. Acts in an advisory capacity providing input to maintenance, visitor services, supervisory and management staff regarding the administration of events, makes recommendations on policies including marketing and fee schedules and provides recommendations regarding potential problems for debriefing purposes following special events. The Analyst I ensures that special events remain in line with the park mission statement. Maintains an electronic special event calendar in Microsoft Outlook, and a file system using the Share Drive and hard copies for the district.	
30%	Visitor Services – Lake Oroville and Valley Sector Generate, analyze, and tabulate records for attendance, pass sales, and other revenue generation. Reports are used to track revenue and identify shortfalls. Generate reports by using Microsoft Excel to create pivot tables, graphs, charts, PowerPoints, etc. Act as a liaison for district administration and kiosk operations. This includes ordering and reconciling park passes for the district, coordinating change fund custodians, and ordering supplies for the Lake Oroville and Valley kiosks. Review and approve Electronic Records of Collections ensuring coding accuracy. Liaison for Lake Oroville and Valley Sector seasonal hires with duties that include but are not limited to screening applications, scheduling interviews, preparing interview and pre-interview	

	paperwork, organizing hiring packages, and assisting with onboarding of new staff. The Analyst I is the Change Fund Custodian and will complete cash counts annually and as needed.	
25%	Administration The Analyst I is responsible for the budget of the special events program. This includes tracking of revenue and expenditures, maintaining the program's allotment for the Fiscal Year and planning expenditures accordingly. The Analyst I will be required to maintain and present budgetary data and reports for their special events program and contingency accounts, which may include multiple accounts and funding sources, and present them to the Public Safety Chief and other district managers as required. The Analyst prepares and tracks cash or credit deposits for the events, and analyzes reports based on the revenue accounts for the program. The Analyst I conducts analytical and administrative work to identify inefficiencies and improve the special events coordinating duties and ensures events are scheduled, monitored, and that training needs of special events staff are met. The Analyst I is responsible for generating Next Generation Recreation Services and Reservation System (NextGen R2S2) reports to track revenue by park unit and Automated Pay Machine location.	
10%	Procurement Services Performs as lead purchaser for Public Safety and Visitor Services. Completes necessary research and analysis to ensure procurement and accounting methods are in compliance with State and departmental policies. Prepares paperwork for purchase requests, reconciles CalCard coding in Fi\$Cal, assists in implementation of new policies and procedures. Provides status reports of budget to Public Safety Chief and District Administrative Chief.	
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		
Typical office setting		
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