



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement Division	Associate Park & Recreation Specialist	549-091-1089-xxx
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Grants and Local Services	Project Officer	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Office of Grants and Local Services	Headquarters, Sacramento	
STATE HOUSING: (Check one) ☐ Housing is required ☐ Housing may be required ☒ Housing is not available		IMMEDIATE SUPERVISOR Staff Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable) ☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION The Associate Park and Recreation Specialist (APRS) is the full journey level class for Project Officers in OGALS and reports to the Staff Park and Recreation Specialist. The APRS develops, administers and monitors local assistance programs and grant projects, and assists in developing statewide planning documents, while adhering to policies and procedures. This classification will act as a lead person for Park and Recreation Specialists and/or grant programs.		
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%	Leads a team of peers in developing guidelines based on legislative and budgetary direction. Conduct presentations at Project Application Workshops. Provides guidance to potential applicants in complex and politically sensitive regions regarding project application requirements. Independently conducts one-on-one application workshops with applicants. Provides technical application assistance to applicants via email and phone prior to application deadlines. Research, plan, develop, and help implement bond act and other competitive grant programs. Develop informational brochures and technical assistance materials for program webpages. Works with Department's webmaster to post technical assistance and guide materials on office webpage. Independently prepare and present formal presentations at conferences or meetings of recreation professionals, elected officials, or other interested parties. Treat members of the public with courtesy and respect.	
25%	Utilize scoring rubrics for various competitive grant programs. Conducts comparative analyses of applications, evaluate competitive project proposals in complex and politically sensitive regions: review and analyze application documents, including complex lease agreements and land ownership deeds, as well as those related to the California Environmental Quality Act. Write analyses of nonconforming land tenure documents. Communicates with applicants regarding missing or incorrect application documents. Review corrected documents. Confirm application geospatial data; work with geospatial specialist to correct geospatial data.	
20%	Independently conduct site inspections for proposed projects. Inspect projects in person and meet with applicants and local elected officials as directed to gain additional information. Document	

	inspection findings through photos, reports, and other means. Evaluate and report potential concerns to Supervisor. Participate in grant decision-making process. Present project recommendations to Deputy Director.	
15%	Develop and implement the Statewide Comprehensive Outdoor Recreation Plan (SCORP) work plan, including recommendations to the Staff Park and Recreation Specialist on SCORP topics, data collection, stakeholder engagement, photo collection, web-based geographic analysis tools, and other resources consistent with Land and Water Conservation Fund (LWCF) intent and National Park Service (NPS) SCORP requirements. Conduct research, data collection, focus groups, and other public engagement activities to support SCORP development. Draft SCORP reports, website content, analyses, and recommendations for enhancements to web-based tools and geographic analysis systems. Assist with the preparation, revision, and finalization of SCORP reports for review by OGALS management, the Deputy Director of Community Engagement, executive management, and the NPS through final approval.	
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 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. Position requires travel, approximately 10%.		
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



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement Division	Park and Recreation Specialist	549-091-1068-xxx
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Grants and Local Services	Project Officer	R01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Office of Grants and Local Services	Headquarters, Sacramento	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Staff Park and Recreation Specialist
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
The Park and Recreation Specialist (PRS) is the entry level class for Project Officers in OGALS and reports to the Staff Park and Recreation Specialist. The PRS assists in developing, administering and monitoring local assistance programs and grant projects, and statewide planning documents, while adhering to policies and procedures.		
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ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	Assists in developing guidelines based on legislative and budgetary direction. Conducts presentations at Project Application Workshops. Provides guidance to potential applicants regarding project application requirements. Independently conduct one-on-one application workshops with applicants. Provides technical application assistance to applicants via email and phone prior to application deadlines. Assists in research, planning, and development of informational brochures and technical assistance materials for program webpages. Presents formal presentations at conferences or meetings of recreation professionals, elected officials, or other interested parties. Treats members of the public with courtesy and respect.	
25%	Learn and apply scoring rubrics for various competitive grant programs. Assists with the review and comparative analysis of competitive project proposals. Supports the review of application documents, including lease agreements, land ownership deeds, and documents related to the California Environmental Quality Act. Assists with identifying and documenting issues with nonconforming land tenure documents. Communicates with applicants regarding missing or incorrect application documents and assist with reviewing corrected documents. Supports the confirmation of application geospatial data and work with the geospatial specialist to identify and correct geospatial data discrepancies.	
20%	Assists with site inspections for proposed projects. Inspects projects in person and meet with applicants and local elected officials as directed to gain additional information. Document inspection findings through photos, reports, and other means. Evaluates and reports potential concerns to Supervisor. Participates in grant decision-making process. Presents project recommendations to Deputy Director.	

15%	Assists in developing and implementing the Statewide Comprehensive Outdoor Recreation Plan (SCORP) work plan, including recommendations to the Staff Park and Recreation Specialist on SCORP topics, data collection, stakeholder engagement, photo collection, web-based geographic analysis tools, and other resources consistent with Land and Water Conservation Fund (LWCF) intent and National Park Service (NPS) SCORP requirements. Conducts research, data collection, focus groups, and other public engagement activities to support SCORP development. Assists in drafting SCORP reports, website content, analyses, and recommendations for enhancements to web-based tools and geographic analysis systems. Assists with the preparation, revision, and finalization of SCORP reports for review by OGALS management, the Deputy Director of Community Engagement, executive management, and the NPS through final approval.	
MARGINAL FUNCTIONS:		
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EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE