



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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	State Park Peace Officer Supervisor (Ranger)	548-722-0980-001
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Monterey District	SPPO Supervisor (Ranger)	S07
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Monterey Sector (722)	Monterey Sector Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		State Park Superintendent III
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 supervision of the State Park Superintendent III, the State Park Peace Officer Supervisor (Ranger) serves as a first-line peace officer supervisor for the Monterey Sector within the Monterey District. The incumbent directly supervises the assigned State Park Peace Officer Rangers assigned throughout the Monterey Sector of the District and works in close coordination with the other District SPPO Supervisors (Ranger) and SPPO Supervisor (Lifeguard) to provide coordinated law enforcement, emergency response, aquatic public safety, visitor services, and response to calls for service throughout the Monterey Sector. The incumbent works directly with Administrative Services, Facilities Development, Natural Resources, Interpretation and Education, Cultural Resources, Service Driven, campground, maintenance, and other District programs to coordinate daily operations, public access, special events, projects, resource protection, and emergency preparedness. The position provides supervisory response to critical incidents, major events, staffing shortages, and after-hours calls and may be assigned duties throughout the District. All duties shall be performed safely and in compliance with Department and District policies. The reporting location is the Monterey Sector Office at 2211 Garden Road, Monterey, California 93940.		
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	
40%	SUPERVISION AND OPERATIONAL LEADERSHIP Plan, direct, coordinate, and review Monterey Sector Visitor Services and public safety programs. Directly supervise SPPO Rangers assigned throughout the sector. Work closely with District SPPO Supervisors (Ranger) and SPPO Supervisor (Lifeguard) to maintain effective supervisory coverage, coordinated daily deployment, and continuity of public safety operations and response to calls for service throughout the Monterey Sector. Coordinate with the SPPO Supervisor (Lifeguard) regarding aquatic public safety, SPPO Lifeguards, seasonal lifeguards, training, scheduling, deployment, equipment readiness, and accountability. Prepare and adjust work schedules, patrol plans, functional assignments, call-out rosters, training schedules, and special-event staffing to meet law enforcement, emergency response, aquatic safety, resource protection, visitor-service, and Sector operational needs. Conduct briefings, provide clear direction during routine operations and critical incidents, maintain appropriate span of control, coordinate responses across work locations, and ensure supervisory availability for after-hours incidents and emergencies. Work directly with Administrative Services, Facilities Development, Natural	

	Resources, Interpretation and Education, Cultural Resources, Service Driven, campground, maintenance, and other District programs to coordinate daily operations, public access, special events, projects, resource protection, emergency preparedness, and operational priorities. Establish performance expectations; conduct probationary and annual evaluations; review attendance and leave documents; support career development; provide coaching, counseling, and corrective action; and initiate disciplinary action when necessary. Hold staff meetings and ensure effective communication of Department and District policies, procedures, orders, and operational priorities. Ensure employees complete required peace officer, emergency medical, safety, and other mandated training. Review required law enforcement, collision, injury, use-of-force, arrest, citation, incident, evidence, attendance, vehicle, and administrative reports for completeness, accuracy, policy compliance, and timely submission.
30%	LAW ENFORCEMENT, EMERGENCY RESPONSE, AND PUBLIC SAFETY Plan, implement, and evaluate patrol and emergency-response operations to ensure safe, lawful, and authorized use of State Park lands and facilities throughout the Monterey Sector. Oversee and, as a working supervisor, perform enforcement of state laws and State Park rules, regulations, and orders. Provide field supervision for arrests, searches, citations, traffic collisions, criminal and administrative investigations, missing-person searches, search and rescue, medical aids, aquatic emergencies, wildland fire, evacuations, major events, and other critical incidents. Coordinate the assigned SPPO Rangers and work with the District SPPO Supervisors (Ranger) and SPPO Supervisor (Lifeguard) to maintain coverage and an effective response throughout the Monterey Sector and other District locations. Assume or support command and supervisory roles within the Incident Command System and Standardized Emergency Management System as assigned. Coordinate with allied law enforcement, fire, emergency medical, public safety, court, District Attorney, dispatch, and local government personnel. Review case preparation, evidence handling, chain of custody, report quality, and court readiness. Ensure incidents are documented and routed within required timelines, and monitor follow-up investigations and corrective actions. Maintain required peace officer, firearms, defensive tactics, emergency medical, incident command, and other position-specific qualifications. Coordinate aquatic emergency response in close collaboration with the SPPO Supervisor (Lifeguard). Assess hazards, adjust staffing and tactics, request additional resources, and ensure public and employee safety. Respond District-wide when directed by the State Park Superintendent III and provide mutual-aid or supervisory support during complex incidents.
10%	INFORMATION, INTERPRETATION, AND VISITOR SERVICES Work directly with Interpretation and Education, Service Driven, campground operations, and other District programs to support safe, consistent visitor services throughout the Monterey Sector. Coordinate public safety staffing for school programs, special events, VIP, legislative, and Headquarters tours, volunteer activities, community engagement, and public programs. Identify operational and public-safety needs, support public information and media coordination as assigned, and ensure programs and visitor-use activities are conducted safely and consistently.
10%	ADMINISTRATION Complete administrative work necessary to support the Monterey Sector, including recruitment and hiring; duty statements and expectations; scheduling, attendance, overtime, and temporary-help allocations; budget and purchasing documents; training records; property and equipment accountability; vehicle and Code 3 equipment maintenance; emergency and operational plans; monthly reports; special-event and film-permit review; correspondence; and other reports or studies. Work directly with Administrative Services, Facilities Development, campground and maintenance programs, and other District staff to coordinate procurement, projects, repairs, facility needs, operational readiness, and public-safety concerns. Maintain current contact, staffing, and call-out information with dispatch and District management. Ensure records are accurate, complete, secure, and submitted within required timelines.
5%	RESOURCE MANAGEMENT Work directly with Natural Resources and Cultural Resources staff to protect natural and cultural resources through patrol, enforcement, incident response, visitor management, project

	coordination, and operational planning. Identify and respond to resource damage, trespass, encroachment, erosion, wildfire threats, illegal activities, and other impacts. Support resource-management projects, closures, and emergency actions; ensure field operations are consistent with required environmental and cultural-resource reviews, Department policy, CEQA, and Public Resources Code section 5024.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity including but not limited to temporary coverage of other functional areas, District-wide supervisory assignments, staff meetings, special events, and emergency operations. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Work outdoors in various types of weather and in unpleasant or hazardous conditions, including around traffic, raw sewage, chemicals, wildland fire, rough terrain, and moving water. Work at elevated heights or near fast-moving machinery or traffic. Work may involve exposure to extreme temperatures, dirt, dust, fumes, unpleasant odors, loud noise, and aggressive visitors. Work in an office environment and travel throughout the Monterey District. Work weekends, holidays, evenings, extended shifts, and after-hours call-outs as operationally required. Walk across uneven terrain in uphill and downhill conditions and stand for extended periods.		
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 California Class C driver's license is required. Maintain all peace officer, firearms, defensive tactics, emergency medical, and other certifications required for the classification. Possess the physical strength, endurance, agility, hearing, vision, and mental alertness necessary to perform peace officer and supervisory duties. Demonstrate sufficient swimming ability for self-preservation and to direct aquatic and lifesaving operations. Read, write, and speak English clearly and concisely; perform basic mathematical computations; develop practical solutions; and make sound decisions based on available information and situational conditions.		
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