



## DUTY STATEMENT

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| <b>DIVISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>CLASSIFICATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>POSITION NUMBER<br/>(Agency-Unit-Class-Serial)</b> |
| Northern Field Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | State Park Interpreter II                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 549-684-2827-902                                      |
| <b>DISTRICT/HQ SECTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>WORKING TITLE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>CBID</b>                                           |
| Sierra District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Lake Sector South Interpreter                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | R01                                                   |
| <b>SECTOR/HQ UNIT</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>REPORTING LOCATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>INCUMBENT</b>                                      |
| Lake Sector South                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Ed Z'Berg Sugar Pine Point SP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                       |
| <b>STATE HOUSING: (Check one)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>IMMEDIATE SUPERVISOR</b>                           |
| <input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required<br><input checked="" type="checkbox"/> Housing is not available                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | State Park Interpreter III                            |
| <b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <b>POSITION DESCRIPTION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <p>Under the direction of the State Park Interpreter III, this position serves as the lead interpretive coordinator for the Lake Tahoe South Sector, including Ed Z'berg Sugar Pine Point State Park, Emerald Bay State Park, and D. L. Bliss State Park. The Interpreter II coordinates interpretive operations across these units and provides program leadership for historic house museum tours at Vikingsholm and Hellman-Ehrman Mansion. Responsibilities include planning, coordinating, implementing, and evaluating interpretive programs and projects; conducting and synthesizing cultural and natural resource research; developing interpretive themes, media, and presentations; coordinating staffing and docent/volunteer support in a lead capacity; and ensuring high-quality visitor experiences. The position assists the Interpreter III with training and coordination of seasonal staff and volunteers; prepares reports and program data; supports special events, outreach, and interpretive media; and may assist other Sierra District units as assigned.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <b>ESSENTIAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                       |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                       |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>HISTORIC HOUSE TOUR PROGRAM COORDINATION</b><br>Plans, coordinates, implements, and evaluates public tour programs at Vikingsholm and the Hellman-Ehrman Mansion. Conducts and synthesizes historical and cultural research to develop interpretive themes, objectives, and tour content consistent with Department standards. Develops and reviews scripts, training materials, and interpretive media. Coordinates with Cultural Resources, Visitor Services, and Maintenance staff to ensure appropriate use, protection, and readiness of historic facilities. Coordinates staffing support, reservations, and daily tour logistics in a lead capacity. Monitors visitor experience and safety in historic structures. Evaluates program effectiveness and visitor feedback and implements improvements. Assists in identifying resource and budget needs and preparing related reports. |                                                       |
| 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>SEASONAL STAFF AND VOLUNTEER COORDINATION (LEAD)</b><br>Assists Interpreter III with recruitment, onboarding, training, scheduling, and day-to-day coordination of seasonal interpretive staff and volunteers supporting historic house tours and sector programs. Provides interpretive methods and techniques training and guidance. Monitors work quality and provides input to the Interpreter III regarding performance. Ensures staff readiness for historic structure operations and visitor engagement. Maintains volunteer records and hour reporting systems and assists with recognition and retention efforts.                                                                                                                                                                                                                                                                   |                                                       |

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| <b>25%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>SECTOR INTERPRETIVE PROGRAM COORDINATION</b><br>Coordinates interpretive and educational programming across the Lake Tahoe South Sector, including guided walks, talks, junior ranger activities, school programs, and digital or distance-learning content. Conducts research on natural and cultural resources to develop and evaluate interpretive programs and media (signs, brochures, web, exhibits). Prepares seasonal schedules and staffing plans. Maintains program statistics (CICADA), records, and reports.       |             |
| <b>10%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>INTERPRETIVE SPECIAL EVENTS AND COMMUNITY ENGAGEMENT</b><br>Plans, coordinates, and implements special events and outreach activities at Sugar Pine Point, Emerald Bay, and D. L. Bliss. Coordinates event logistics and volunteer support. Develops promotional and informational materials and assists with web and social media content. Represents the sector, as assigned, with community partners and cooperating associations (Sierra State Parks Foundation) in coordination with the Cooperating Association Liaison. |             |
| <b>MARGINAL FUNCTIONS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <b>%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>TASK/DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |             |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.                                                                                                                                                                                                                                                                                                                                                |             |
| <b>TYPICAL WORKING CONDITIONS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <p>The primary office location for this position is within the Lake Tahoe South Sector, with regular reporting locations at Ed Z'berg Sugar Pine Point State Park, Emerald Bay State Park, and D. L. Bliss State Park. The State Park Interpreter II works in a shared office and outdoor environments. Facilities are located at elevations of approximately 6,200-6,500 feet.</p> <p>The position regularly works in historic structures where conditions may include uneven surfaces, narrow passages, low lighting, and variable temperatures typical of historic buildings. Duties require standing or walking for extended periods; climbing stairs; and moving between indoor and outdoor locations.</p> <p>The State Park Interpreter II is also required to work outdoors in all seasons and weather conditions typical of the Lake Tahoe region, including sun exposure, wind, rain, snow, and ice, with temperatures ranging from extreme cold to moderate heat. Travel between sector park units is required. Weekend, holiday, and occasional evening work is expected to support interpretive programs, tours, and special events.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <b>TELEWORK DESIGNATION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <p>The purchase and wearing of a State Park uniform will be required. State Park grooming standards must be met. Driving a State vehicle in accomplishing the following tasks may be required. This position requires a valid Driver's License.</p> <p><b>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.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <b>SUPERVISOR STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <b>SUPERVISOR NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>SUPERVISOR SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>DATE</b> |
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| <b>EMPLOYEE STATEMENT:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |             |
| <b>EMPLOYEE NAME (PRINT OR TYPE)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>EMPLOYEE SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>DATE</b> |
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