State of California
CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION	REPORTING UNIT NUMBER	
Conservationist 2 – Corpsmember Development	652	
DIVISION/BRANCH OR CENTER	**LOCATION**	
Region 2/Fresno Center	Fresno, CA	
CLASS TITLE	**POSITION #**	**EFFECTIVE DATE**
Conservationist 2	533-652-1003-XXX	

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
5-7	Special Corpsmembers	**80-100**	Corpsmembers

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work and program environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under the supervision of the Conservationist Supervisor, the CMD Conservationist 2 is responsible for the Corpsmember Orientation, Motivation, Education and Training (COMET) program and the Corpsmember Development (CMD) program. May work alternative schedule to monitor evening and weekend CMD activities. Acts as lead for the Conservationist 1's assigned to CMD, who assist in the implementation of CMD programs. Duties will be carried out independently, for the Corpsmembers (CMs) aligned with the incumbent's assigned shift, and at times in collaboration with a peer Conservationist 2 CMD for all CMs. Provides backup as needed to peer Conservationist 2 CMD C2 duties include but are not limited to the following:

Relative time required	
40%	**Education and Training Program** • Drafts Implementation plans for district specific training and education programs • Assists in securing educational and training programs through local educators, including and not limited to local community colleges, training providers, community non-profits, health organizations, and charter school providers • May act as a liaison with external partners, as assigned • Coordinates with external providers, HQ CMD Unit, and sister-agencies to provide specialized training related to emergency response and project work • Drafts CMD program and wellness budget proposals, develop MOUs and contracts with external providers for acquisition the educational programs, track budget expenditures • Assists in the development planning, and implementation of alternative educational programs for Corpsmembers (CMs) who have attained their General Education (GED)/High School Diploma • Assists in the development, planning, scheduling, and implementing a variety of CMD program training components such as the workplace competencies, skill development, work/learn, wellness programs, CM counseling service, CAP and Career Development • Develops and coordinates weekly schedule for class instruction/training as needed, • Coordinates attendance and travel logistics for statewide trainings, events, and conferences when needed • Ensures delivery of all necessary COMET components within the required time frames and all required pre-tests/exams are conducted during initial training

	• Assists with the identification, acquisition and scheduling of COMET resources (i.e. instructors, speakers, class supervision, transportation to and from classes, etc.) including the drafting of contracts and proposals • Coordination and oversight of the CCC Blue Card Driver program and CDL program • In collaboration with peer CMD C2 and Conservationist Supervisors, coordinates and schedules the instruction of flood, fire and emergency response training • Enforces all aspects of the Injury and Illness Prevention Program (IIPP) in relation to COMET and CMD programs • Supervises Special Corpsmembers assigned to CMD program and residential security • Supervises Corpsmembers during various program activities, to include but not limited to trainings, educational sessions, and volunteer events, as needed
25%	**Community Liaison** • Oversees the coordination of CM volunteer projects, recreation activities and on-center CM committees and groups; directs banquets, community meetings and CM Advisory Board • Assists in the planning, scheduling and oversight of COMET graduations • Responsible for the development and/or implementation of a COMET supergrade program and a senior Corpsmember volunteer mentoring program who will act as mentors to new recruits • Oversight of District scholarship programs, residential living, evening recreation, etc. • Assists in the transition of Corpsmembers coming into and leaving the CCC including room checkout and check in, coordinating transportation, CM orientation, resignation, and exit appeal processes • Facilitates Corpsmember transfers, reinstatements, extensions and CCC special program application processing
20%	**Reporting and Data Entry** • Monitors and tracks Corpsmember CMD program attendance, educational participation, and success • Daily timekeeping, produce attendance and corrective action reports as needed • Enter CMD data and metrics related to Corpsmembers into C3 systems, ensuring accuracy, quality and full compliance of C3 reporting • Coordinates the CM corrective action program • Collects and monitors all CM discipline documents and works with the respective Conservationist 1 and key staff to ensure consistency and fairness of the corrective program • Prepares, maintains and/or submits daily and monthly documentation including activities and accomplishment reports • CM Monthly Evaluations: Prepares and distributes to C1, then collects, reviews and enters for tracking in C3 • Ensures completion of Individual Development Plans (IDP) on all CMs; completes COMET evaluations • Ensuring all program and special program training documents/certificates are uploaded into C3 system.
5%	**Program Support** • Assists with grant research and development • Coordinating in-house staff training • Enforces CCC policies, standards and goals • Maintains state property • Provides CM crew coverage as assigned • Assists in emergency response as assigned, acting as an Agency Representative or leading a crew. • Provides backup coverage for fellow CMD C2 as assigned.
5%	**AOD Program** • Implement and coordinate the Alcohol and other Drug Programs (AOD); enforcement of AOD policy • Liaison with Headquarters staff regarding alcohol and other drug abuse issues

	• Coordinate reasonable suspicion training for staff including Special Corpsmembers • Ensures that CMs who test positive at pre-employment or reasonable suspicion participate and complete the AOD program including counseling and all required follow-up testing • Coordinates AOD prevention activities, counseling, and education support programs
5%	**Promote Diversity, Equity, and Inclusion**: • Participate in professional development trainings, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion

Employee Name _____

Employee Signature _____ Date: _____

Supervisor Signature _____ Date: _____