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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division	Dispatcher-Clerk (PI)	549-742-1660-902
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Luis Obispo Coast District	Dispatcher-Clerk (PI)	R04
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Museum Sector, Public Safety	HSSSHM Dispatch Office	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Superintendent II

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☒ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

The reporting location for this position is the Hearst San Simeon State Historical Monument Dispatch Office at 750 Hearst Castle Rd. San Simeon CA 93452. Under the supervision of the State Park Superintendent II, the Dispatcher-Clerk is responsible for coordinating radio and telephone communications, processing reports, and monitoring of security and fire alarm systems for San Luis Obispo Coast District. The Dispatcher-Clerk serves the District's communication needs on a 24-hour-per-day basis to provide contact with other agencies and public for emergency response and information. This is a permanent Intermittent position that is restricted to working to a maximum of 1,500 hours per calendar year.

ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.

ESSENTIAL FUNCTIONS:

%	TASK/DUTIES
30%	**Radio and Telephone Communications** Operate radio and telephone transmitting and receiving equipment, select channels and adjust receiver volume controls. Transmit and receive radio communication to and from hand-held radios, base stations and mobile radios. Operate District-wide text messaging system and radio. Monitor wide band programmable scanner.
30%	**Security Alarms** Monitor fire and intrusion alarm systems for Hearst San Simeon State Historical Monument and other units within San Luis Obispo Coast District. Activities include identifying the location of activated alarms and reporting the alarms to the duty Ranger or Firefighter/Security Officer for immediate response. Control remote activation of alarms when appropriate. Responsible for the maintenance of District sensor card security gate system.
25%	**Public Contact** Receive telephone calls from employees, concessionaires, the public and other government agencies for information, business, emergency and law enforcement communications. Document, prepare, and distribute messages to departmental staff, various governmental agencies, and the public.

10%	**Administration** Prepare, distribute, and file law enforcement and safety reports for the district. Update the daily information log for Ranger and Dispatchers. Maintain radio log, type reports, letters and forms, keep files orderly and maintain supplies. Prepare all paperwork in legible and complete format, according to Departmental and District requirements.

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

Work environment is an office setting, using computer, telephone, and other business equipment. Typical work activities involve prolonged periods of sitting, extended telephone conversations, keyboard operation, and screen monitoring.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

Must be available to work overnight hours, weekends, and holidays as needed for operational coverage.

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