

CALIFORNIA CONSERVATION CORPS

POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Conservationist 2 PSCW/CMD	REPORTING UNIT NUMBER 833
DIVISION/BRANCH OR CENTER Region 2 / Los Angeles Center	LOCATION Los Angeles
CLASS TITLE Conservationist 2	POSITION NUMBER 533-833-1003-903
EFFECTIVE DATE	

Supervision Exercised

NUMBER 1	DIRECT SUPERVISION CLASSIFICATION Special Corpsmember	NUMBER 46	INDIRECT SUPERVISION CLASSIFICATION Corpsmembers
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all functions, employees are responsible for creating an inclusive, safe, and secure work 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 District Director, The PSCW/CMD C2 supports both Public Service Conservation Work (PSCW) and Corpsmember Development (CMD) functions. This position is responsible for project development, Corpsmember supervision, safety compliance, program coordination, and administrative oversight to ensure alignment with California Conservation Corps (CCC) goals and mandates. May work alternative schedules to monitor evening CMD activities. May act as lead over Conservationist 1s.

Conservationist 2 (C2) duties include but are not limited to the following:

30% Corpsmember Development and Corrective Action Coordination

Coordinates CMD and corrective action programs in collaboration with C1 staff. Monitors evaluations, training progress, and corrective action to ensure consistency, fairness, and compliance. Provides guidance to staff on CMD and corrective action processes. Assists in securing basic and remedial educational programs through local educators and the John Muir Charter School; drafts contracts and proposals for educational programs; monitors and tracks Corpsmember attendance, educational participation and success, education budget; assists in the development, and implements, alternative educational programs for Corpsmembers who have attained their General Education (GED)/High School Diploma; assists in the development, and implements a variety of CMD program components such as workplace competencies, skill development, work/learn, wellness programs, CM counseling services, Conservation Awareness and Career Development; coordinates various CMD activities such as training, scholarship programs, high school graduations, etc. Oversight of the CCC Blue Card Driver program, arranges class instruction/training as needed; enter CMD information into C3 database tracking system. Supervises Special Corpsmembers in CMD.

25% Project Development, Coordination, and Implementation

Assists the Conservationist Supervisor and District Director in developing reimbursement project proposals aligned with CCC mandates, including public benefit, environmental protection, and Corpsmember skill development. Coordinates with project sponsors to plan work, conduct site visits and safety inspections, and provide project updates. Supports crew scheduling and ensures integration of structured educational components into all projects. Assist with the scheduling of work crews to various PSCW projects; integrate learning opportunities in work projects by ensuring that each work project has a planned educational component that is related to the work project; enters project information in C-Cubed database tracking system.

15% Safety Compliance, Hazard Analysis, and Logistics

Assists in developing Job Hazard Analyses and enforces the Injury and Illness Prevention Program (IIPP) for PSCW activities. Coordinates procurement of tools, materials, and equipment. May provide lead direction to C1 staff to ensure safe and effective project execution. Acts as the Safety Officer for the Los Angeles Center.

15% Documentation, Reporting, and Emergency Response

Prepares and maintains required documentation, including work reports, CM time sheets, evaluations, safety and accident reports, and vehicle logs. Compiles project reimbursement data. Supports spike operations and participates in emergency response activities, including natural disasters.

10% Program Development, Training, and Corpsmember Engagement

Ensures delivery of all Corpsmember Orientation, Motivation, Education and (COMET) components. Assists with grant development, staff training coordination, and oversight of Corpsmember volunteer activities, recreation, and committees. Supports events such as banquets, advisory boards, and community meetings. Performs additional duties consistent with the classification. Supports emergency training and response activities. Assists with administration of the Alcohol and Drug Program (ADP), including compliance monitoring and coordination. Facilitates Corpsmember transitions such as intake, transfers, and separations. Directs banquets, assists with community meetings and CM Advisory Board,

5% Diversity, Equity, Inclusion, and Professional Development

Promote Diversity, Equity, and Inclusion. Participate in professional development trainings, as well as work task, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

I have read and understand the duties:

Employee Signature

Date

Supervisor Signature

Date