



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement Division	Staff Park & Recreation Specialist	549-091-1088-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Office of Grants and Local Services	Project Officer	S01
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Office of Grants and Local Services	Headquarters, Sacramento	
STATE HOUSING: (Check one) ☐ Housing is required ☐ Housing may be required ☒ Housing is not available		IMMEDIATE SUPERVISOR Senior Park and Recreation Specialist
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 direction of the Senior Park and Recreation Specialist, the Staff Park and Recreation Specialist (SPRS) supervises Associate Park and Recreation Specialists/Park and Recreation Specialists (Project Officers) in the Office of Grants and Local Services (OGALS). The SPRS oversees Project Officers responsible for developing, administer, and monitor statewide local assistance programs and grant projects while adhering to OGALS policies and procedures. The incumbent will exercise effective leadership, foster a positive and collaborative work environment, and build team morale by promoting teamwork, accountability, and professional growth. This classification may also act as a Subject Matter Expert for one or more grant programs.		
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	
35%	Oversee the work of Park and Recreation Specialists/Associate Park and Recreation Specialists (Project Officers) who administer and monitor multiple grant projects. Provide direction and guidance related to grant contracts and amendments, deed restrictions, project file management, technical assistance to grantees, compliance and final inspections, and the resolution of audit findings. Review and approve payment requests. Provide guidance and identify solutions to complex grant project issues and make recommendations to the Senior Park and Recreation Specialist, as needed. Ensure relevant correspondence and project information is accurately documented in the Grant Management System (GMS) and that Project Officers administer projects in accordance with OGALS policies and procedures. Oversee and participate in the development and implementation of non-competitive grant programs established through legislative and budgetary actions, including researching and interpreting applicable statutes, budget provisions, and other requirements; developing program guidelines, policies, procedures, forms, and technical assistance materials; and providing guidance to Project Officers responsible for program implementation.	
30%	Oversee Project Officers in evaluating projects for funding, including comparative analyses of project applications for technical accuracy, adequacy of project justification, compliance with program criteria, and applicable CEQA requirements. Advise staff and provide recommendations	

	to the Senior Park and Recreation Specialist regarding project scope changes, project extensions, audit findings, compliance concerns, and other complex program administration issues. Prioritize, assign, and monitor staff workload and assignments. Respond to high-level management correspondence and requests for information. Provide leadership and guidance regarding project compliance issues. Review grantee and project status, billing support documentation, and compliance with program requirements, as needed. Provide guidance to Project Officers on complex project and program issues. Assist with Public Records Act requests. Oversee staff participation in budget and accounting drills and elevate press, legal, legislative, and other sensitive or high-level inquiries to the Office Chief, as appropriate.
20%	Oversee Project Officer site inspections for completed projects, interim reviews, and post-completion compliance reviews. Ensure Project Officers appropriately document inspection findings through photographs, reports, and other required documentation. Oversee and monitor project compliance with state grant program requirements; evaluate potential concerns and provide recommendations to the Senior Park and Recreation Specialist. Organize and conduct public grant workshops, focus groups, and technical assistance sessions. Oversee Project Officers in the research, development, and implementation of other grant programs, including the preparation of informational materials and technical assistance resources. Prepare and deliver formal presentations at conferences and meetings with recreation professionals, elected officials, applicants, grantees, and other interested parties. Provide recommendations to the Senior Park and Recreation Specialist regarding Project Officer training needs, training plans, timelines, and procedural improvements. Facilitate OGALS teams, workgroups, and training related to the development and implementation of grant programs, policies, and procedures.
10%	Oversee daily personnel and supervisory activities, including attendance, employee assistance programs, Family and Medical Leave Act (FMLA) matters, benefits inquiries, reasonable accommodation, and workers' compensation matters, as appropriate. Review and approve staff travel requests. Review staff training requests and records and make recommendations regarding staff development and training needs. Address and resolve personnel issues in consultation with management and appropriate Department staff, as necessary. Attend meetings as directed by the Senior Park and Recreation Specialist and/or Office Chief. Participate in Department programs, planning efforts, teams, committees, and training.
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	
90% office environment, requiring daily and frequent use of a personal computer and a variety of office software applications, with extended periods of seated work. Involves interpersonal interactions with external partners/local grantee organizations, and internal staff. 10% work in the field, in a range of climatic environments, including hot, dry areas, coastal beaches, forests, chaparral, and steep terrain; may include extreme weather, temperatures, elevations, dirt, dust, fumes, unpleasant odors, traffic, and/or loud noises.	
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 class C driver's license is required. Position requires travel, approximately 10%, as needed.	

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