



## DUTY STATEMENT

| DIVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | CLASSIFICATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | POSITION NUMBER<br>(Agency-Unit-Class-Serial) |
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| Coastal Field Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Coastal Field Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 549-741-1019-901                              |
| DISTRICT/HQ SECTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | WORKING TITLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | CBID                                          |
| San Luis Obispo Coast District                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Park Interpretive Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | E                                             |
| SECTOR/HQ UNIT                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | REPORTING LOCATION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | INCUMBENT                                     |
| Morro Bay State Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Morro Bay Museum of Natural History                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                               |
| STATE HOUSING: (Check one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | IMMEDIATE SUPERVISOR                          |
| <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                    |
| SENSITIVE POSITION DESIGNATION: (Check if applicable)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| <input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| POSITION DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| <p>This position will work under the supervision of the San Luis Obispo Coast District State Park Interpreter III and general direction of the State Park Interpreter Is. The incumbent will plan and coordinate interpretive programs such as elephant seal walking tours, conduct outreach to local schools and community groups, provide formal interpretive programs, and aid in volunteer coordination and management. Reporting location is the Morro Bay Museum of Natural History (MBMNH) at Morro Bay State Park. The incumbent will report to additional locations, such as Hearst San Simeon State Park and Montaña de Oro State Park, based on program calendar and visitor-centered staffing needs.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
| 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                               |
| 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Interpretation</b><br>Plan and conduct elephant seal walking tours, school tours, campfire, Junior Ranger, virtual K-12 programs, outreach presentations, educational and interpretive walks and talks, and informal roving interpretation.<br>Using the approved and authorized systems and methods, following standards, policies and practices set by the Department and District; provide interpretive information in a variety of formats, including written and oral presentations, reports or informational handouts.<br>Set-up interpretive stations at campfire, Junior Ranger and outreach presentations displaying educational materials in a professional and organized manner.<br>Gather and prepare information including studies in natural and human history, historical features, sites or structures to provide general scientific, historic and park information.<br>Meet and greet the general public while maintaining a positive customer service approach.<br>Disseminate information about the rules and regulations to park visitors in person, by email, or by telephone. Develop and post engaging social media content.<br>Explain rules and regulations to visitors for the purpose of protecting and preserving natural, historic and cultural features, sites or structures. |                                               |
| 35%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Administration and Operations</b><br>Prepare accurate and timely records of daily program activities and statistics.<br>Utilize software such as Survey 123, Microsoft platforms, Padlet, and Acuity to document and organize interpretive projects.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                               |

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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p>Coordinate a group of volunteers, including sending regular emails, overseeing that volunteer hours are recorded properly, and helping lead trainings.</p> <p>Communicate with direct lead on a daily basis or as needed.</p> <p>Effectively communicate with other park personnel. Collect fees and track visitation. Utilize software such as Outlook, Excel, PowerPoint, Canva, and Word to complete assigned interpretive projects.</p>                                                                                                                                                            |             |
| <b>10%</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Equipment and Facilities</b></p> <p>Operate spotting scope, binoculars, and assigned electronic equipment.</p> <p>Maintain a clean work environment with regular organization, sweeping and light cleaning.</p> <p>Keep state vehicles clean after use and filled with gas.</p> <p>Keep interpretive collection neat and organized and assist with collections related projects at the MBMNH.</p> <p>Operate motor vehicle to attend various sites in the district.</p> <p>Operate mobile devices used for virtual school tours and social media.</p> <p>Clean equipment and store it properly.</p> |             |
| <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>Varying times of the day including weekends, mornings, nights and holidays.</p> <p>Work environment may have exposure to unusual elements, such as extreme temperatures, extreme weather, conditions, elevations, dirt, dust, fumes, unpleasant odors, fog, UV exposure, and/or loud noises.</p> <p>Work in a range of changeable coastal conditions.</p> <p>Walking or hiking into remote areas of parks with a wide range of terrain.</p> <p>Ability to lift up to 25lbs and extended periods of sitting, standing, and walking.</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 type="checkbox"/> Not Telework Eligible                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
| <b>SPECIAL REQUIREMENTS:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
| Possession of a valid class C driver's license is required. Must conform to grooming and uniform standards.                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
| <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> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |
| <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> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |

