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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement Division	Associate Park & Recreation Specialist	549-091-1089-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Office of Grants and Local Services	Project Officer	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Office of Grants and Local Services	Headquarters, Sacramento	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Staff 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 Staff Park and Recreation Specialist, the Associate Park and Recreation Specialist (APRS) is the full journey level class for Project Officers in the Office of Grants and Local Services (OGALS). The APRS develops, administers, and monitors statewide local assistance programs and grant projects while adhering to OGALS policies and procedures. The incumbent exercises critical thinking, independent judgment, and initiative when reviewing grant projects, monitoring compliance, and applying knowledge of parks and recreation planning principles. The APRS also develops non-competitive grant program guidelines and may serve as a lead for Park and Recreation Specialists and/or 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%	Review grant applications for non-competitive state grant programs. Communicate with applicants regarding missing or incorrect application documents. Review corrected documents. Administer and monitor multiple competitive and non-competitive state grant projects: maintain project files, track and monitor progress of projects and grantees' ability to complete, operate, and maintain projects. Identify grant project issues; make recommendations to supervisor for resolution. Evaluate and input relevant correspondence data into Grant Management System (GMS). Follow OGALS policies and procedures.
30%	Process grant contracts, deed restrictions, advances, and payment requests; prepare project agreements between the state and applicants after projects are selected for funding. Evaluate requests for amendments to previously approved projects and make recommendations to supervisor. Review grantee and project status, payment support documentation, and compliance with program requirements. Record payments and maintain relevant project information in GMS. Provide technical assistance to grantees by responding to questions regarding grant administration requirements, timelines, and due dates. Review grantee-submitted documents and provide feedback to support compliance with program requirements. Work with grantees and the supervisor to resolve audit findings and conduct annual agency reviews. Assist with Public Records Act requests. Assist with budget accounting drills. Relay press, legal and legislative inquiries to Office Chief.

20%	Conduct site inspections for completed projects, interim review, and post-completion compliance review: Inspect projects in person and meet with grantee as directed to determine if project is in compliance with project agreement and applicable laws. Document inspection findings through photos, reports, and other means. Evaluate and report potential compliance violations to Supervisor.
10%	Engage in public outreach: organize and conduct public workshops and technical assistance sessions. Research, develop, and implement grant programs. Develop informational brochures and technical assistance materials. Prepare and present formal presentations at conferences or meetings of recreation professionals, elected officials, or other interested parties. Participate in OGALS teams, workgroups and training related to development and implementation of grant programs and policies and procedures. Assist with and participate in Department programs, planning, 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

80% 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.
20% 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 20%.

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

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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement Division	Park and Recreation Specialist	549-091-1068-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Office of Grants and Local Services	Project Officer	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Office of Grants and Local Services	Headquarters, Sacramento	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Staff 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 close supervision of the Staff Park and Recreation Specialist, the Park and Recreation Specialist (PRS) is the entry level class for Project Officers in the Office of Grants and Local Services (OGALS). The PRS assists in administering and monitoring statewide local assistance programs and basic grant projects while adhering to OGALS policies and procedures. The incumbent exercises critical thinking and initiative when reviewing grant projects, monitoring compliance, and applying knowledge of parks and recreation planning principles. The PRS also assists with non-competitive grant program guideline development.

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%	Assist in reviewing grant applications for non-competitive state grant programs. Communicate with applicants regarding missing or incorrect application documents. Review corrected documents. Administer and monitor multiple competitive and non-competitive state grant projects: maintain project files, track and monitor progress of projects and grantees' ability to complete, operate, and maintain projects. Identify grant project issues; make recommendations to supervisor for resolution. Evaluate and input relevant correspondence data into Grant Management System (GMS). Follow OGALS policies and procedures.
30%	Assist with processing grant contracts, deed restrictions, advances, and payment requests, including preparing project agreements between the state and applicants after projects are selected for funding. Assist with reviewing requests for amendments to previously approved projects and provide information to the supervisor for consideration. Review grantee and project status, payment support documentation, and compliance with program requirements under the direction of the supervisor. Record payments and maintain relevant project information in GMS. Assist with providing technical assistance to grantees by responding to questions regarding grant administration requirements, timelines, and due dates. Review grantee-submitted documents and provide feedback, with guidance as needed, to support compliance with program requirements. Assist grantees and the supervisor with resolving audit findings and conducting annual agency reviews.

	Assist with reviewing and interpreting legislation and budgetary direction to develop guidelines for non-competitive grant programs. Assist with Public Records Act requests and budget accounting drills. Relay press, legal, and legislative inquiries to the Office Chief.
20%	Conduct final site inspections for completed projects, interim review, and post-completion compliance review: Inspect projects in person and meet with grantee as directed to determine if project is in compliance with project agreement and applicable laws. Document inspection findings through photos, reports, and other means. Evaluate and report potential compliance violations to Supervisor.
10%	Engage in public outreach: assist with organizing and conducting public workshops and technical assistance sessions. Research, develop, and implement grant programs. Help develop informational brochures and technical assistance materials. Prepare and present formal presentations at conferences or meetings of recreation professionals, elected officials, or other interested parties. Participate in OGALS teams, workgroups and training related to development and implementation of grant programs and policies and procedures. Assist with and participate in Department programs, planning, 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.

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SUPERVISOR NAME (PRINT OR TYPE)	**SUPERVISOR SIGNATURE**	**DATE**

EMPLOYEE STATEMENT:
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EMPLOYEE NAME (PRINT OR TYPE)	**EMPLOYEE SIGNATURE**	**DATE**