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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
LEESD	State Park Superintendent II	548-807-0978-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Telecommunications	State Park Superintendent II	S07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Norcom	Northern Communications Center	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		State Park Superintendent III

SENSITIVE POSITION DESIGNATION: (Check if applicable)

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

POSITION DESCRIPTION

This position reports to and works under the general direction of the State Park Superintendent III of Telecommunications, Law Enforcement and Emergency Services Division. The position is responsible for managing, organizing, coordinating, planning, directing, and evaluating the operation, maintenance, and administration of the Northern Communications Center (NORCOM). NORCOM provides 24-hour public safety/law enforcement dispatch services for all Districts, the Department of Fish and Wildlife's Law Enforcement Division, the National Parks Service, and several other agencies in the NORCOM service area. NORCOM also functions as an emergency operations command center (EOCC) and is a coordination point for the Department's COOP/COG. The position directly supervises the employees assigned to NORCOM. The reporting location for this position is Prairie City SVRA in Rancho Cordova, CA. The following identifies primary areas of responsibility:

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%	**Program Management** • Plan, organize, direct, review and control the operation of NORCOM • Attend and participate in District staff meetings of those Districts in NORCOM's service area, as needed • Maintain a safe working environment for all employees assigned to the Center • Maintain liaison with other communication centers for all emergency services and law enforcement agencies for the various counties within the service area • Maintain liaison with the Superintendent of Telecommunications as it relates to the operation of the Communications Center and all telecommunication needs within the Center's service area • Assist in the planning, direction, and evaluation of the Departmental Telecommunications Program • Maintain liaison with the Office of Emergency Services, Public Safety Communications, technicians to ensure repairs are made to communications system equipment as needed • Assist in locating and isolating telecommunication problems within the Center's service area • Maintain liaison with the Districts within the Center's service area • Maintain liaison with the officials within the Department of Justice (DOJ)

	• Ensure that DOJ policies and procedures regarding automated law enforcement information, training and certification of personnel are implemented and adhered to Within the Center's service area, coordinate and direct as needed Departmental telecommunications needs during a major disaster.
25%	**<u>Administration</u>** • Prepare and review all correspondence relating to the operation of the Center • Prepare, review and monitor budgets relating to the operation of the Center • Manage the records management program for the Center • Prepare, direct, and implement Standard Operational Procedures concerning proper radio use by all staff within the Center • Participate in the development of administrative business management, fiscal and public information policy • Plan, organize and direct administrative functions including: budgeting, budget preparation, fiscal evaluation and control and accounting • Review budget change proposal requests and recommend adjustments and deletions to conform with administrative policy and recommend on adequacy of budget justification; develop, review, analyze and interpret accounting, staffing and other related data Negotiate leases, contracts and supervise the purchasing of supplies and equipment
25%	**<u>Personnel Management</u>** • Chair the selection panels for new Communications Center personnel • Review and evaluate the work performance of the employees under the position's direct supervision • Provide guidance and supervision to assigned staff • Personnel management and its related responsibilities, including recruitment, injured worker case management, labor relations, employee benefits and performance evaluations • Prepare and implement work schedules for assigned staff When district level supervision is not available, provide guidance and supervision to rank and file State Park Peace Officers involved in law enforcement and emergency services operations.
10%	**<u>Training</u>** • Identify and recommend training needs for assigned staff • Implement both training and employee development programs • Assist in the development and implementation of a Communications Operator Training program consistent with minimum POST standards and meeting the specific operational needs of NORCOM
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	

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.

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