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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Division	State Park Peace Officer (Ranger) (K9)	548-742-0983-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
San Luis Obispo Coast	State Park K9 Ranger	R07
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Public Safety/Museum	Hearst San Simeon State Historic Museum	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☒ Housing may be required ☐ Housing is not available		State Park Peace Officer Supervisor (Ranger)

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 supervision of the State Park Peace Officer Supervisor (Ranger) and the Public Safety Superintendent II, the incumbent is responsible for the handling and training of a patrol dog and visitor services duties at Hearst San Simeon State Historical Monument (HSSSHM) and Visitor Center, including leading lower-level seasonal employees to perform routine public contact, public assistance, all associated canine handler duties, training and responsibilities, and general security in a State Park facility. Responsible for performing law enforcement duties, responsible public contact work and provide visitor services, and complete other related work. Walk the grounds of HSSSHM on a regular basis and respond to public safety incidents. Reporting location is HSSSHM/Hilltop. State housing may be required for this position.

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%	**Public Safety and Law Enforcement** With canine: Enforce all applicable laws, rules, and regulations. Patrol primarily by vehicle and foot patrol to identify and prevent illegal activities; issue citations; make physical arrests; transports prisoners to jail as needed to complete enforcement actions: perform search and rescue activities and take command in emergencies. Secure monument buildings and roadway gates as needed, respond to alarms, and security detection systems. Operate dispatch; conduct traffic control (i.e., pedestrian, vehicle, vessel, bicycle); render first aid; assist other agencies in emergency or medical incidents, and conduct searches for lost persons. Prepare and complete all required reports (crime, canine use, use of force, accident, park damage, citations, warnings); conduct criminal and administrative investigations, maintain chain of evidence on all physical evidence taken and held; maintain relations with other law enforcement agencies, and attend court as required. Assist visitors in distress (medical aids, assisting with disabled vehicles, camper problems); maintain awareness of situations hazardous to employees and/or visitors, and assist in the development of crime prevention programs. Cooperates with other agencies by attending law enforcement meetings; and has informal communications with other agencies to gain knowledge of law enforcement related matters. Assist coastal ranger staff with law enforcement and rescue operations.
25%	**Patrol K-9 and Explosives Detection Training**

	Participates in Patrol K-9 and Explosives Detection Training at HSSSHM and Department-wide. Maintain the standards set in the Department's K-9 Handbook. The K9 Handler shall maintain canine team skills with weekly proficiency training to include physical fitness, grooming, kennel maintenance, obedience, protection, searching, tracking, and detection. Minimum Patrol K9 training hours = 16 hours and Minimum Detection K9 training hours = 8.
15%	**Resource Management** Monitor and report adverse visitor impact on natural and cultural resources within assigned area(s), and assist in impact abatement and erosion control activities. Assist in wild land and structural fire suppression. Ensure protection of cultural and natural resources. Assist in the planning, development and implementation of various resource management projects. Assist in all aspects of Natural Resources Management.
10%	**Administration** Maintain and review canine program documentation with supervision as required by policy and industry standards. Assist in identifying and purchasing canine equipment and supplies. Maintain required public safety and visitor services training, prepare and present seasonal employee orientation, participate and/or present in-service training at the district level for a variety of topics such as but not limited to, range, defensive tactics, interpretive techniques, visitor services, and aquatic and public safety. Assist in administrative functions relating to Personnel and Accounting when necessary.
5%	**Interpretation** Plan, prepare, and present Campfire programs, Junior Ranger programs, nature walks, interpretive displays, and school programs. Provide impromptu interpretive programs and information at campgrounds, beaches and the Hearst San Simeon SHM Visitor Center.
5%	**Maintenance** Operate, inspect, and perform maintenance on emergency rescue equipment and vehicles. Conduct daily maintenance and equipment checks and monthly inspections of the K-9 Team patrol vehicle. Maintain up-to-date maintenance records on patrol vehicle and submit repair requests when needed. Observe and report to supervising ranger and/or maintenance supervisor situations requiring facility repairs. Assist with the maintenance and repair of miscellaneous equipment in employee and visitor facilities. Maintain a clean, safe, work area, and perform minor maintenance duties when necessary to keep park areas safe. Remediate and/or report environmental hazards to ensure public and employee safety. Keep barracks and shared space sleeping quarters, restrooms, kitchens, and offices clean.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity.

TYPICAL WORKING CONDITIONS

Work involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, loud noises, inclement weather, in old/abandoned structures and around sewage/trash. Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. Ability to work in a variety of environments including cold, windy, wet, and muddy conditions along lakes, creek banks, wetlands, rocks, brush, etc. Ability to work in hot, dry, muggy or unpleasant conditions. Typical work activities involve frequent and prolonged periods of standing and walking, as well as prolonged periods of driving.

TELEWORK DESIGNATION
This position is designated as: (Check one)

☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible

SPECIAL REQUIREMENTS:

This position requires that the incumbent maintain the minimum training requirements as set forth in the Department K9 Manual and successfully complete the annual Department K9 Qualifications. A valid Driver's License Class "C" is required. Annual proficiency testing is required by the Department Training Program and certified by the P.O.S.T.

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