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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement	Associate Park and Recreation Specialist	549-091-1089-036
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Office of Grants and Local Services	Project Officer, National Park Service Unit	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
National Park Service (NPS)	California Natural Resources Agency Building, Sacramento, CA	
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 incumbent serves as the Lead Project Officer of the National Park Service (NPS) Federal Programs Unit in the Office of Grants and Local Services (OGALS). The Associate Park and Recreation Specialist (Project Officer) will serve as a team lead for Park and Recreation Specialists in developing and implementing phases of National Park Service's grant programs (i.e. Land and Water Conservation Fund, Outdoor Recreation Legacy Partnership Program etc.) including grant application and grant administrative guidelines that comply with federal statute and regulations, application workshops and outreach, competitive review process, post-selection federal requirements, securing NPS funding approval, administering active grant projects, and monitoring long term stewardship of NPS funded parks. This classification will identify and brief the Supervisor on potentially sensitive issues between local agency applicants, state, and federal agencies.

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
30%	Lead a team of peers in updating the Land and Water Conservation Fund Application Guide and ORLP guidelines. Independently develops and presents technical assistance workshops and documents. Outreach to eligible applicants, rank applications, assist applicants with incomplete documents, conduct site visits, and brief the Supervisor on recommended projects. Provide non-selected applicants feedback to improve applications for future rounds. As a program lead, the Project Officer will also help develop a plan with the Supervisor and Manager to secure all funds made available to California and prevent funding reversions. Present project recommendations to Deputy Director.
30%	Evaluate competitive project proposals in complex regions: review and analyze application documents, including complex lease agreements and land ownership deeds, as well as those related to the California Environmental Quality Act. Serves as the lead point of contact with National Park Service for selected projects during the process to secure NPS funding approval. This includes obtaining progress updates from the selected applicants during the post-selection federal requirements process and assisting in coordinating questions between NPS and grant applicants until a federal grant agreement is issued. Once issued, the incumbent will administer active grant projects in complex regions, process grant payments for supervisor review, conduct final project inspections, and prepare other active project reporting.

25%	Independently conduct stewardship compliance of NPS funded parks to ensure operation and maintenance for public outdoor recreation use in perpetuity. Inspect approximately one hundred NPS funded sites per year. This includes processing conversions and other changes for NPS review.
10%	Independently research and interpret NPS' administrative manuals and program guidelines for applicants and grantees. Recommend process improvements to the Supervisor. As program lead, independently present program information to statewide audiences and other states. Assist the Supervisor in drafting an annual application for Manager review to secure LWCF administrative grant funding from NPS.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings, trainings, inter-and-intra agency groups, committees, task forces as needed and prepare administrative paperwork to meet operational needs.

TYPICAL WORKING CONDITIONS

Office-centered position with work performed in an office and approved telework setting. Statewide travel, including driving to park sites, outdoor inspections, meetings, and workshops, is required (approximately 20% annually). Inspections may involve walking on uneven terrain and exposure to varying weather 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 California Class C driver's license is required. Statewide travel and site inspections are 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

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

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Community Engagement	Park and Recreation Specialist	549-091-1068-XXX
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Office of Grants and Local Services	Project Officer, National Park Service Unit	R01
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
National Park Service (NPS)	California Natural Resources Agency Building, Sacramento, CA	
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 incumbent serves as a Park and Recreation Specialist (Project Officer) in the National Park Service (NPS) Federal Programs Unit within the Office of Grants and Local Services (OGALS). At the entry level, the incumbent assists with various phases of implementing NPS federal grant programs, including the Land and Water Conservation Fund (LWCF) and Outdoor Recreation Legacy Partnership (ORLP) Program. Responsibilities include assisting with the development and implementation of grant application and administrative guidelines, application workshops and outreach, competitive application reviews, post-selection federal requirements, coordination of NPS funding approvals, administration of active grant projects, and long-term stewardship monitoring of NPS-funded parks. The incumbent works under the guidance of the Supervisor and experienced staff and assists with identifying and elevating potentially sensitive issues involving local agency applicants, state agencies, and federal agencies.

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
30%	Assist with updating the Land and Water Conservation Fund Application Guide and ORLP program guidelines. Assist with preparing technical assistance materials, coordinating application workshops, and providing outreach to eligible applicants. Participate in reviewing and ranking competitive grant applications, identifying incomplete application documents, and communicating with applicants to obtain additional information or clarification. Assist with conducting project site visits, compiling application review results, and preparing project information and recommendations for Supervisor review. Support efforts to provide feedback to non-selected applicants to improve future applications. Assist the Supervisor and experienced staff with tracking available federal funding and preparing information to support program planning, project recommendations, and efforts to maximize federal funding available to California.
30%	Assist with reviewing and evaluating competitive project proposals, including application documents, lease agreements, land ownership records, and documentation related to the California Environmental Quality Act. Under the guidance of the Supervisor and experienced staff, assist with coordinating post-selection federal requirements necessary to secure NPS funding approval. This includes tracking applicant progress, requesting and reviewing required documentation, preparing correspondence, and assisting with communication between NPS and

	grant applicants. Following issuance of federal grant agreements, assist with administering active grant projects, reviewing project documentation, preparing grant payment requests for review, participating in project inspections, maintaining project records, and preparing required project reports.
25%	Assist with monitoring NPS-funded parks to support compliance with federal requirements for continued public outdoor recreation use in perpetuity. Participate in site inspections, document site conditions, maintain inspection records, and assist with preparing follow-up correspondence to grantees regarding identified concerns. Under the guidance of the Supervisor and experienced staff, assist with reviewing and processing requests involving conversions and other changes to federally funded park properties, including gathering supporting documentation and preparing materials for NPS review.
10%	Assist with researching NPS administrative manuals, federal regulations, and program guidelines to support responses to questions from applicants and grantees. Identify potential procedural improvements and share observations with the Supervisor. Assist with preparing program presentations, informational materials, and correspondence for statewide audiences and other stakeholders. Support the Supervisor and experienced staff in gathering information, preparing documentation, and drafting portions of the annual application to secure LWCF administrative grant funding from NPS for management review.

MARGINAL FUNCTIONS:

%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings, trainings, inter-and-intra agency groups, committees, task forces as needed, and prepare administrative paperwork to meet operational needs.

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