



Duty Statement

| DIVISION | | CLASSIFICATION | POSITION NUMBER (Agency-Unit-Class-Serial) |
|---|--|--|---|
| Community Engagement Division | | Associate Park and 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 |
| Competitive Review Section | | Headquarters | |
| STATE HOUSING (Check if applicable) | | | IMMEDIATE SUPERVISOR |
| <input type="checkbox"/> State Housing may be required. | | | Staff Park and Recreation Specialist |
| POSITION DESCRIPTION | | | |
| <p>Under the direction of the Staff Park and Recreation Specialist, the Associate Park and Recreation Specialist is the full journey level class for Project Officers in OGALS. The reporting location will be headquarters in Sacramento CA. The Associate Park and Recreation Specialist develops, administers, and monitors statewide local assistance programs and reviews/recommends grant projects for funding while adhering to OGALS policies and procedures. The Associate Park and recreation Specialist will have the ability to creatively solve complex outdoor recreation and related problems; prepare finished reports with clear, concise recommendations and analyses; coordinate the work load of others, lead project groups; interpret and assist in the development of policy; understand and comply with State administrative procedures. This classification may be assigned as a lead worker on a team with other Park and Recreation Specialists of equivalent or lower classifications to work on specific major projects.</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 | | |
| 30% | Develop guidelines based on legislative and budgetary direction. Conduct technical assistance workshops. Provide guidance to potential applicants regarding project application requirements. Conduct one-on-one application workshops with applicants. Provide technical application assistance to applicants via email and phone. Research, plan, develop, and help implement bond act and other competitive 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. Treat members of the public with courtesy and respect. | | |
| 30% | Evaluate project proposals: review application documents, including documents related to leases and land ownership, as well as those related to the California Environmental Quality Act. Write analyses of nonconforming land tenure documents. Communicate with applicants regarding missing or incorrect application documents. Review corrected documents. Confirm application geospatial data; work with geospatial specialist to correct geospatial data. Administer and monitor progress of projects and ensure program requirements are met. | | |
| 25% | Learn scoring rubrics for at least four different competitive grant programs. Conduct comparative analyses of applications, analyze project criteria submissions against provided scoring rubrics; evaluate, rank, and recommend projects for funding. Review information provided by applicants, and independently research applicant's capacity to complete, operate and maintain proposed projects. Notify applicants regarding successful and unsuccessful applications. Provide feedback to unsuccessful applications on how to improve applications. Evaluate and input relevant correspondence data into Grant Management System (GMS). | | |
| 10% | Conduct project site inspections. Inspect projects in person and meet with applicants/grantees and local elected officials. Document inspection findings through photos, reports, and other means. Evaluate and report potential concerns to Supervisor. Participate in grant decision-making process. | | |



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| 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 | | |
| Hybrid remote telework and in-office setting located at the California Natural Resources Agency headquarters building. | | |
| TELEWORK DESIGNATION: | | |
| This position is designated as telework eligible. This position is remote centered. | | |
| SPECIAL REQUIREMENTS: | | |
| Must possess a valid California Driver License. Position requires travel, approximately 10%. | | |
| 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 |
| | | |



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| Office of Grants and Local Services | Project Officer | R01 |
| SECTOR/HQ UNIT | REPORTING LOCATION | INCUMBENT |
| Competitive Review Section | Headquarters | |
| STATE HOUSING (Check if applicable) | | IMMEDIATE SUPERVISOR |
| <input type="checkbox"/> State Housing may be required. | | Staff Park and Recreation Specialist |
| POSITION DESCRIPTION | | |
| <p>Under close supervision of the Staff Park and Recreation Specialist, the Park and Recreation Specialist is the entry level class for Project Officers in OGALS. The reporting location will be Headquarters, located in Sacramento CA. The Park and Recreation Specialist will assist the Associate Park and Recreation Specialist in developing, administering, and monitoring statewide local assistance programs and recommending grant projects for funding while adhering to OGALS policies and procedures. Incumbents in this series are, typically, subject matter generalists with analytical ability, good verbal and written communication skills, an awareness of current social and environmental problems and principles; with a background in environmental or urban planning, public administration, natural resources, recreation, or an outdoor resource-related field.</p> | | |
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| ESSENTIAL FUNCTIONS: | | |
| % | TASK/DUTIES | |
| 30% | Assist in developing guidelines based on legislative and budgetary direction. Assist with technical assistance workshops. Provide guidance to potential applicants regarding project/program application requirements. Conduct one-on-one application workshops with applicants. Provide technical application assistance to applicants via email and phone. Research, plan, develop, and help implement bond act and other competitive grant programs. Develop informational brochures and technical assistance materials. Assists in preparing and presenting formal presentations at conferences or meetings of recreation professionals, elected officials, or other interested parties. Treat members of the public with courtesy and respect. | |
| 30% | Evaluate project proposals: review application documents, including documents related to leases and land ownership, as well as those related to the California Environmental Quality Act. Write analyses of less complex nonconforming land tenure documents. Communicate with applicants regarding missing or incorrect application documents. Review corrected documents. Confirm application geospatial data; work with geospatial specialist to correct geospatial data. Administer and monitor progress of projects and ensure program requirements are met. | |
| 25% | Learn scoring rubrics for at least four different competitive grant programs. Conduct comparative analyses of applications, analyze project criteria submissions against provided scoring rubrics; evaluate, rank, and recommend projects for funding in at least four different grant programs. Review information provided by applicants, and independently research applicant's capacity to complete, operate and maintain proposed projects. Notify applicants regarding successful and unsuccessful applications. Provide feedback to unsuccessful applications on how to improve applications. Evaluate and input relevant correspondence data into Grant Management System (GMS). | |
| 10% | Conduct site inspections for proposed projects. Inspect projects in person and meet with applicants/grantees and local elected officials. Document inspection findings through photos, reports, and other means. Evaluate and report potential concerns to Supervisor. Participate in grant decision-making process. | |



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| This position is designated as telework eligible. This position is remote centered. | | |
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| EMPLOYEE NAME (PRINT OR TYPE) | EMPLOYEE SIGNATURE | DATE |
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