



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Field		State Park Peace Officer Supervisor (Ranger)	548-637-0980-001
DISTRICT/HQ SECTION		WORKING TITLE	CBID
North Coast Redwoods		Supervising Ranger	S07
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Redwood Coast		Jedediah Smith Redwoods State Park	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input checked="" type="checkbox"/> State Housing may be required.			State Park Superintendent III
POSITION DESCRIPTION			
<p>The Supervising State Park Peace Officer (SSPPO) Ranger for the Redwood Coast Sector North works under the general direction of and reports to the Chief Ranger of the North Coast Redwoods District. The SSPPO Ranger is one of two supervisors for the parks in Redwood Coast Sector, primarily overseeing all visitor services for the Sector's Northern park units, which include Del Norte Coast Redwoods, Jedediah Smith Redwoods, Tolowa Dunes, and Pelican Beach. The position also shares SSPPO coverage for the rest of the Sector on a rotational and as-needed basis. The position is part of Redwood National and State Parks. The reporting location is Jedediah Smith Redwoods State Park.</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		
40%	<p>Management and Supervision Demonstrate leadership and ensure compliance with laws, department policies, and procedures. Prepare annual expenditure plans for seasonal funds, office supplies, and safety equipment. Recruit and interview quality seasonal employees and volunteers. Train seasonal employees, campground hosts, and volunteers according to department standards. Conduct performance appraisals for permanent and seasonal employees. Counsel and correct disciplinary problems as necessary. Complete assignments accurately and within deadlines. Evaluate program success and implement necessary changes. Ensure personnel conform to uniform standards. Foster teamwork within the district and promote high-quality customer service. Monitor and approve employee time sheets, authorize overtime, and manage leave usage. Ensure State Park Peace Officers receive ongoing training. Make recommendations for training and ensure completion of required POST training.</p>		
30%	<p>Law Enforcement and Emergency Services Ensure safety and protection of park visitors and staff. Provide visitor assistance and develop operational patrol plans. Direct peace officer staff during incidents and traffic control. Provide necessary protective clothing and equipment. Ensure all park activities are conducted safely.</p>		
15%	<p>Interpretive and Information Services Plan, organize, and schedule effective information and interpretive programs. Review and critique interpretive programs for compliance with department objectives. Provide information and input for interpretive exhibits and bulletin boards. Maintain effective relationships with media representatives. Assist with preparation of news releases.</p>		



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10%	<p>Resource Management & Equipment and Facility Maintenance Protect natural and cultural resources within the district. Coordinate resource management activities with relevant personnel. Remain vigilant for threats to resources and recommend control actions. Ensure personnel are familiar with resource inventory, management objectives, and emergency plans. Report land encroachments.</p> <p>Ensure vehicles are maintained in a clean, safe, and functional manner. Inspect vehicles and equipment as required. Report deficiencies and ensure corrective action is completed. Maintain facilities according to applicable standards. Ensure cleanliness and proper equipment in facilities manned by personnel. This revision maintains the original content while improving readability and organization.</p>
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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

- Primarily working outdoors and travelling between park units.
- This is a uniformed classification, uniform standards may be found in the Uniform Handbook, specific to the State Park Peace Officer Series
- Must be willing to work weekends and holidays as necessary
- Prolonged standing, bending, and sitting
- Work outside in varying climates and temperatures
- Transport equipment weighing up to 40 pounds
- Frequent walking on even and uneven surfaces

TELEWORK DESIGNATION:

This position is designated as 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