## CALIFORNIA CONSERVATION CORPS POSITION DUTY STATEMENT

Superv	isor Name: _	Signa	ature:		Date:				
Employ	vee Name:	Signa	ture:		Date:				
10%	passenger endorsement and CCC-sponsored driver training course(s).  Recordkeeping and Personnel Administration.  Maintain time and leave records, approves leaves, accrual of PLC.  Develops supervisor's reports of injuries, disciplinary reports and weekly project and safety reports.  Document conservation awareness activities.								
15%	irs and maintenance. maintenance. a Commercial Class C license with								
35%	<ul> <li>Teach, Direct and Counsel Corpsmembers.</li> <li>Develop corpsmembers' leadership skills. Recommend corpsmembers as candidates for the CCC Leadership Training Program. Mentor corpsmember leaders.</li> <li>Supervision of corpsmembers during non-work hours (night and weekend supervision, if assigned). Monitor dormitories and ensure the health and safety of all corpsmembers on CCC facilities. Provide informal counseling to corpsmembers; refer to formal counseling, if needed.</li> <li>Monitor the educational attainment of corpsmembers engaged in non-work educational opportunities. Provide feedback and evaluation to corpsmembers.</li> <li>Respond to evening and weekend emergency situations.</li> </ul>								
40%	Superv	Supervise a crew of young men and we in urban and rural areas. Some project Teach corpsmembers the importance of projects. Responsible for following CC for their behavior. Recommend disciplinstruct corpsmembers in the protection Instruct corpsmembers in skills such as maintenance.  Respond to emergencies such as wild immediate action in life-threatening situation.	omen (corpsmem ts may be in remote for work productiving C established distinary action where and conservations: construction, land fires, floods,	ote areas of Californ ty, teamwork, safe we cipline policies and n necessary. Evalua on of California's na andscaping, erosion	nia.  work habits and discipline on work hold corpsmembers accountable ate corpsmembers' performance. tural resources.  control and trail building and				
raining prograr  Jnder the direc		onservationist Supervisor, the Conse	rvationist I perf	orm the following	duties:				
combination wit shoulder level. hike difficult terr emperatures va elief operations	th pushing, p Includes sitti rain, may req ary from extro s such as wild	is classification are arduous: Require ulling, bending, stooping, squatting, ging, standing, and walking most of the uire extraordinary physical activity are eme cold to extreme heat and humid land fires and floods. This position	grabbing, carryi e time; includes nd extended ho ity, especially w	ng, kneeling, twis working on irregi urs of continuous when responding t	ting, and reaching at or above ular surfaces, and the ability to work in remote areas. Work o emergency work and disaster				
Effective on the	date indicate	ed, the employee performs the follow	ring duties and	responsibilities as	signed to the position above.				
NUMBER <b>5 - 17</b>	DIRECT SU Corpsmem	PERVISION CLASSIFICATION	NUMBER	INDIRECT SUP	ERVISION CLASSIFICATION				
CLASS TITLE: Conservation			POSITION NU 533-8	EFFECTIVE DATE: 1/1/2022					
DIVISION/BRA Camarillo Cer		ENTER:	LOCATION: Camarillo						
WORKING TIT		ITION:	REPORTING UNIT NUMBER: 814						



## **REQUEST FOR ACTION**

ADMIN ONLY	RPA #: 22-0025	
	JC #:	
	☐ ADMIN RPA	

REQUEST DETAILS												
	*	1000 (891)	i yanan	5,09 8	REQUES	ST TYPE	Eliza Péro		fizmu			
<ul> <li>☑ Fill Existing – No Change</li> <li>☐ Fill Existing – Change in Duties</li> <li>☐ Reclassify</li> <li>☐ Promotion in Place</li> <li>☐ Establish New (Blance)</li> <li>☐ Change Time Base</li> <li>☐ Transfer Position are</li> </ul>					nket)				( <i>ADMI</i> ement	1 -0.5		
	PROPOSED POSITION   N/A											
Class Title: CONSERVATIONIST I Division/Region: REGION II						Class Title:  Division/Region:						
Unit/Center/Satellite: CAMARILLO Position Number: 533-814-1029-002			FI\$Cal	Report 3340 Subtas 121		Unit/Center/Satellite: Position Number:			FI\$Cal	A Suhtack		
	V	ACANCY DE	TAILS		□ N/A	□ N/A TENURE			NURF	2007		
Date Vacated:  1/1/22  Position Clear Date: 3/1/22  Vacated By: TODD SCHOONOVER  Explanation of Vacancy: SCHOONOVER ACCEPTED POSITION AT VENTURA TRAINING CENTER						☐ Limited No. of ☐ Extend Month Month ☐ Out-of-	☑ Permanent ☐ Non-tenured   ☐ Limited Term ☐ Seasonal   No. of Months: ☐ No. of Months:   ☐ Extend LT Appointment ☐ Emergency Hire:   Months Served: ☐ No. of Days:   Months Extended: ☐ Retired Annuitant   ☐ Out-of-Class ☐ Other   No. of Days: ☐ Explain:					
[] C- C/		RUITMENT		-	□ N/A	TIMEBASE						
☐ CalCareers (Attach Job Ad) ☐ Internal - ONLY FOR: ☐ EOT (BU7) - Out of Class ☐ Post & Bid (BU12) - Promo in Place					☑ Full-time ☐ Part-time: Fraction ☐ Intermittent: Approx. Hours per Pay Period							
ATTACHMENTS						REMARKS						
<ul> <li>☑ Current Org Chart</li> <li>☑ Current Duty Statement</li> <li>☑ Job Ad Form</li> <li>☑ Reclass Justification</li> <li>☑ Budget Change Proposal</li> <li>☐ Proposed Org Chart</li> <li>☑ Out-of-Class Justification</li> <li>☑ Other:</li> </ul>					Can hire or fill on or after 3/1/2022.							
					APPRO	VALS						
TITLE PRINTED NAME  Hiring Manager TOM VAN MEEUW  Unit Chief / MARY SUE MAUR  Admin Deputy / Regional Deputy  Printed Name  Admin Mary Sue Maur  Sara Weaver			URER		(	SIGNATURE  Proceeds fighted by VU Mule  Docus Signatures; Weaver			DATE - 2/14/202 - 2/15/2022			
Tief leating Director	BRUCE SAITO			Bruu 5 all 0 2/15/2022								
APPROVALS – ADMIN USE UNLY												
C&P INITIALS	DATE	INITIALS	DAT	E	HR CH INITIALS	HIEF DATE	INITIALS	<b>JDGETS</b>	ATE	INITI	ALS	DATE