State of California
CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION	REPORTING UNIT NUMBER	
Conservationist Supervisor	872	
DIVISION/BRANCH OR CENTER	**LOCATION**	
Region 2/ Pomona Center	Pomona, CA	
CLASS TITLE	**POSITION #**	**EFFECTIVE DATE**
Conservationist Supervisor	533-872-1202-XXX	August 1, 2026

Supervision Exercised

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
6-8	Conservationist 1 (C1)	80-100	Corpsmember (CM)
1-2	Conservationist 2 (C2)	4-5	Special Corpsmember (SpCM)

Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.

Under direction of the District Director (Manager 1), the Conservationist Supervisor (CS) is responsible for planning, directing, coordinating and evaluating all aspects of daily operations either directly or indirectly through the supervision of staff. Duties include but are not limited to:

Relative time required	
45%	**Staff Supervision** • Provides full supervisory oversight of assigned staff inclusive of leadership, professional development and performance management • Provides coaching, mentoring and direction to staff and Corpsmembers as assigned • Responsible for evaluating performance, addressing attendance, conduct, and disciplinary matters • Supports staff development through training and skill building opportunities • Completes performance appraisals, individual development and training plans, and probation reports for probationary employees • Assigns and prioritizes work and monitors workload distribution • Establishes and communicates performance expectations. • Participates in investigations as delegated (for Corpsmembers and staff) and responds to complaints and/or grievances in accordance with labor relations requirements and established CCC protocols and/or policies maintain strict confidentiality of sensitive personnel matters. • Ensures compliance with all CCC policies, the operations manual, IIPP, federal, state, departmental and district regulations policies/procedures including but not limited to policies that promote a safe workplace free from discrimination, harassment, or fraternization. • Oversees the recruitment, selection, onboarding, and training of Conservationist staff and

	ensures adherence to the California Conservation Corps' labor relations contracts and applicable state personnel rules. • Conducts regular field, classroom, and office supervision
40%	**<u>Program and Project Management</u>** In collaboration with peer Conservationist Supervisor and with direction from DD regarding workload division (with each staff member working on both areas on a consistent basis): • Ensures effective day-to-day operations and the successful delivery of conservation, emergency response and public service projects and components of the corpsmember education and training programs • Develops, monitors, and manages public service conservation work (PSCW) by developing funding source sponsors, negotiating project agreements and contracts, creating project proposals, budgets, including forecasting costs, and project timelines and develops job hazard analyses • Conducts site visits to projects and spike camps to ensure quality control, timely completion, and to ensure safe work practices are being implemented and job hazard analyses are shared and understood • Maintains positive relationships with project sponsors through accurate project scheduling, prompt completion of required administrative tasks and resolution of discrepancies • Works with appropriate administrative staff to balance project expenditures within allocated budgets and accurately completes project billing verifications • Coordinates with Statewide Programs unit on special funded projects, emergency response proposals and billing verifications. • Establishes timelines and schedules project specific training programs, to include but not limited to Blue Card, Chainsaw training, and Fire Fighting programs. • Establishes timelines and schedules for proper implementation of assigned Corpsmember Development programs; which may include, but not limited to Conservation Awareness, Career Development, Volunteer, Recreation, Extended Education, and COMET Programs to meet district goals, annual training targets and performance measures • Collaborates and coordinates on training and education proposals and budgets, including forecasting costs, training timelines and scheduling. • Research and negotiates contracts and MOUs with educational and training programs through local educators, including and not limited to, local community colleges, community non-profits, health organizations, and charter school providers • Monitors and ensures proper implementation and compliance with Corpsmember AOD and assigned Residential program components, if applicable. • Maintains accurate records of hands-on training participation, certifications, volunteer and education participation, programmatic outcomes and compliance requirements. • Analyzes and prepares reports for management on project reimbursement and Corpsmember Development
5%	**<u>Emergency Response</u>** • Coordinates and organizes emergency response plans, ensuring Conservationist staff and CMs can respond to an emergency efficiently, with proper training and equipment • May act as a liaison or agency representative on emergency operations.
5%	**<u>Program Support</u>** • Develops and maintains cooperative relationships with sponsors and the community by effectively communicating and interfacing with sponsor representatives, political representatives, community leaders, and members of the community • Maintains confidence and partnerships with external providers, HQ CMD Unit manager, and sister-agencies

	• Develops community resources such as donations, training projects, volunteer projects, job placement, and partnerships • Promotes CCC through contact with the media, presentations before civic groups, governing bodies, and in educational settings • May act as liaison with CCC Headquarters and Region office by communicating necessary information in a timely manner and responding to requests for information and assistance. Participates in staff and community meetings, providing input and information relative to the program • Monitors and ensures proper implementation of Corpsmember corrective action policy and counseling program • Facilitates daily Corpsmember timekeeping and leave request approvals • Record keeping, tracking and data entry
5%	**<u>Promote Diversity, Equity, and Inclusion</u>** • Participates in professional development training, as well as tasks, trainings, and activities that support programmatic and workplace diversity, equity, and inclusion. NOTE: Due to collaborative effort in the areas of Public Service Conservation Programs and Corpsmember Development Programs, both CS staff will learn the full stream of each program in order to provide backup to each other during periods of absence or unavailability.

Employee Printed Name_____

Employee Signature _____Date: _____

Supervisor Signature _____ Date: _____