

# Job Posting: PARK AIDE (SEASONAL)

## Department of Parks & Recreation

JC-415716 - PARK AIDE (SEASONAL)  
PARK AIDE (SEASONAL)

\$16.87 - \$19.32 per Hour

Final Filing Date: 5/6/2024

### Job Description and Duties

#### VISITOR SERVICES PARK AIDE (SEASONAL) – SIERRA DISTRICT / ALPINE - MONO SECTOR

***Priority consideration will be given to any person receiving State public assistance under the CalWORKS program. Applicants who receive State public assistance need to identify their status as a CalWORKS recipient in the comments area on the application. Applicants must submit a verification of their CalWORKS eligibility status, which may include the most recent Notice of Action showing TANF eligibility or a copy of your last aid check stub. If verification is not submitted with the application, the application will not be processed. (Applicants may obtain verification from the CalWORKS program).***

The Visitor Services Aide reporting location is at 3415 Hot Springs Road, Markleeville, CA, 96120 Grover Hot Springs State Park. Park Aides will be working under the supervision of the Supervising State Park Peace Officer and State Park Peace Officer.

Visitor Services Park Aides primary responsibility is customer service. They typically sell day use tickets, sell and assign camp sites, operate the computer reservation system, answer questions from the public, explain park rules and regulations to park visitors, clean and maintain the kiosks, account for kiosk supplies, prepare fee collection accounting documents, and report safety and maintenance issues to park staff. Additional tasks may include assisting in campfire programs, nature walks, junior ranger programs, and performing minor maintenance duties.

Park Aides must be able to work independently; follow instructions; establish and maintain cooperative relations with the general public and other employees; use supplies and equipment required by the job; evaluate problems and take corrective action. Applicants must be willing to purchase and wear a uniform and conform to minimal grooming standards.

**Housing may be required.** For further information regarding this position, please contact For further information regarding this position, please contact Peter Brandt at 530-

694-2420 or by email at [Peter.Brandt@parks.ca.gov](mailto:Peter.Brandt@parks.ca.gov)

## Working Conditions

Working the High County of the Sierra Nevada in the summer is a rewarding experience. However temperatures and weather can vary drastically throughout the summer and applicants should be prepared to work and live in an Alpine Environment.

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [PARK AIDE \(SEASONAL\)](#)

## Additional Documents

- [Job Application Package Checklist](#)

## Position Details

**Job Code #:** JC-415716  
**Position #(s):** 549-688-0986-901  
**Working Title:** **PARK AIDE (SEASONAL)**  
**Classification:** PARK AIDE (SEASONAL)  
 \$16.87 - \$19.32

**# of Positions:** Multiple  
**Work Location:** Alpine County  
**Telework:** In Office  
**Job Type:** Non-Tenured, Intermittent  
**Facility:**  
 Sierra District/Alpine Mono Sector  
**Work Shift:**  
 8 am - 6pm hours may vary  
**Work Week:** 4/10 hours shifts

## Department Information

The mission of California State Parks is to provide for the health, inspiration, and education of the people of California by helping to preserve the state's extraordinary biological diversity, protecting its most valued natural and cultural resources, and creating opportunities for high-quality outdoor recreation.

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.

Department Website:  
<http://www.parks.ca.gov>



## Special Requirements

Candidates that believe they meet the Minimum qualifications based on a pattern of education from the classification description (specifications) must provide a copy of your degree/transcripts and/or license along with your application (STD. 678) to be considered for this position. **If selected for the position official sealed transcripts will be required prior to appointment.**

**DO NOT** include any confidential information to your application or supporting documents (i.e., Social Security Number, birthdate, marital status, medical information, examination results, method of eligibility, etc.)

**SROA/SURPLUS Applicants:** You **must** check the SROA/Surplus as your claimed method of eligibility and attach your SROA/Surplus letter as an additional document.

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: 5/6/2024

### **Who May Apply**

This is a non-testing Classification, therefore, anyone meeting the Minimum Qualifications listed on the Classification Specification may apply for this position. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable Laws and Rules. Please note on your application your current participation in these programs.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

### **How To Apply**

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

#### **Address for Mailing Application Packages**

You may submit your application and any applicable or required documents to:

Department of Parks & Recreation  
Attn: Alpine-Mono Hiring  
PO Box 188  
Markleeville, CA 96120

#### **Address for Drop-Off Application Packages**

You may drop off your application and any applicable or required documents at:

Department of Parks & Recreation  
Alpine - Mono Sector Hiring  
3415 Hot Springs Rd.  
Markleeville, CA 96120  
Monday - Friday, excluding state holidays  
08:00 AM - 05:00 PM

#### **Required Application Package Documents**

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job:

- Current version of the State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application

through your Applicant Account at [www.CalCareers.ca.gov](http://www.CalCareers.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.

- Resume is optional. It may be included, but is not required.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## Benefits

Benefit information can be found on the [CalHR](#) website and the [CalPERS](#) website.

## Contact Information

The Hiring Unit Contact is available to answer questions regarding the position or application process.

**Department Website:** <http://www.parks.ca.gov>

**Hiring Unit Contact:**

Peter Brandt

(530) 694-2420

[Peter.Brandt@parks.ca.gov](mailto:Peter.Brandt@parks.ca.gov)

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

Sharon Comas - Human Rights Office

(916) 653-9990

[sharon.comas@parks.ca.gov](mailto:sharon.comas@parks.ca.gov)

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

## Additional Instructions

If submitting your completed Application Package by mail or hand delivery, you **must** include the Position # **549-688-0986-901** and the Job Control # **JC-415716** in the "Examination or Job Title for which you are applying" section on the STD. 678.

**Note:** If you are applying for multiple positions, you **must** complete a STD. 678 for each position separately. Incomplete applications or applications received with multiple positions listed on one application will not be considered.

Employment History on the STD 678 must be complete and include dates, accurate hours per week, total time worked, duties and responsibilities, and contact names and phone numbers of supervisors. Failure to submit a completed STD 678 may result in you being screened out. Only the most qualified candidates will be invited to an interview.

## Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.