

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

## CLASS SPECIFICATION

11/8/96

SENIOR PARK RANGER, 1967

**Summary of Duties:** Patrols City parks, beaches and other City facilities and property by vehicle, foot and horseback; interprets and enforces Departmental rules, regulations and Municipal and Penal Code sections relating to park usage; provides public assistance and emergency service such as first-aid, crowd and traffic control, fire fighting, search and rescue operations, and park security; prepares and presents interpretive nature and environmental programming and classes; acts as liaison and conducts joint operations with local, state and federal agencies involved with public safety and environmental protection; or supervises a group of employees engaged in such work; and performs related duties.

**Distinguishing Features:** A Senior Park Ranger is responsible for the administration and supervision of the Park Ranger and park security programs. An employee in this class is responsible for assuring that established policies and procedures pertaining to the enforcement of park rules and regulations are carried out. A Senior Park Ranger sets and implements goals and policies for the Park Ranger Section relative to daily operations and procedures, training standards and responsibilities, and evaluation of subordinates. This class is distinguished from Senior and Chief Security Officer in that a Senior Park Ranger plans and directs the Department's park security program.

Incumbents in the class of Senior Park Ranger, as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of the full range of supervisory activities including the application of discipline, processing and resolution of grievances and evaluation of performance.

### **Example of Duties:**

- Plans, directs, reviews and coordinates the Park Ranger program at Department parks and other facilities throughout the City on a seven day per week, 24-hour a day schedule;
- Supervises the security activities at Griffith Park and other department facilities;
- Sets priorities, schedules work assignments, maintains review procedures for operations;
- Investigates and acts upon disciplinary problems;
- Coordinates and reviews all personnel participation in court appearances, depositions and processing of interrogatories;
- Plans, directs, and implements training programs for Park Ranger personnel;
- Prepares and maintains procedure manuals relating to park activities;
- May prepare Park Ranger section budget requests;
- Represents the Department by attending and addressing meetings of City Council committees, City Commissions, homeowner associations and civic groups;
- Meets and coordinates with the City Attorney, City Council members, the Police, Fire and Animal Regulation departments, and other agencies regarding park problems and patrol

- complaints;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates;
- Assists employees in preparing for promotion as described in the City Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

## **Qualifications**

### **Knowledge of:**

#### **A good knowledge of:**

- Common and botanical names of varieties of trees, plants, shrubs, chaparral vegetation and other flora and fauna found in parks;
- Habits and behavior of wildlife and insects native to the area;
- Soil, water, plant and climatic ecological concepts and ecosystems, including ponds and tide pools;
- History of Griffith and other major parks and people inhabiting the area;
- Proper methods of preparing and interpreting historical and natural science displays;
- Proper methods of conducting search and rescue operations and using ropes, knots and repelling equipment;
- Fire fighting procedures and fire prevention techniques, including proper use of fire fighting equipment;
- Basic first-aid, CPR and self-defense techniques;
- Emergency safety principles and practices, including work, driving and park lade safety;
- Principles and practices involved in Environmental Resource Management;
- Park Ordinances and applicable Sections of the Municipal, Penal, Vehicle, Health and Safety, and Business and Professional Codes;
- Laws of search, seizure and arrest;
- Supervisory principles and practices, including planning, delegating, and controlling the work of subordinates;
- Techniques of training, instructing, and evaluating subordinates work performance;

#### **A working knowledge of:**

- Rules and regulations related to equal employment opportunity and affirmative action;
- Memoranda of understanding as they apply to subordinate personnel;

#### **A general knowledge of:**

- City personnel rules, policies and procedures.

### **Ability to:**

- Communicate orally and speak effectively in public;

- Understand and follow written and oral instructions;
- Maintain accurate records and write clear and comprehensive reports;
- Apply practical judgment and critical reasoning to enforcement and information gathering situations;
- Deal tactfully and effectively with the public, supervisors and other employees;
- Adapt to a variety of situations;
- Confront possibly dangerous situations;
- Establish and maintain a work environment to enhance both employee morale and productivity;
- Plan, assign, train and supervise the work of a large staff of employees working in various locations.

**Requirements:**

1. Two years experience in a class at the level of Park Ranger that provides experience in the protection or interpretation of a park or recreational facility.
2. Successful completion of a POST certified Regular Basic Course may be required prior to appointment.

**Because this class has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.**

**License:**

1. A valid California driver's license and a good driving record are required for all positions.
2. Standard first Aid and CPR or EMT-1 certificate is desirable.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.**