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CIVIL SERVICE DEPT.

**Date:** October 23, 2012  
**To:** Civil Service Commission  
**From:** Deborah R. Mills, Director of Human Resources  
**Subject:** REVISED CLASSIFICATION SPECIFICATION – PARK NATURALIST

The Commission's approval is requested to adopt the attached revised classification specification for Park Naturalist. The classification specification was revised to include duties performed at historical sites as well as at the City's Nature Center. These duties are of a similar nature as they relate to providing environmental and historical education to the public and schools; and provide for the maintenance, preservation and restoration of natural and historical environments.

Updates were made to the *Definition, Examples of Duties* and the *Minimum Requirements* to capture these duties.

Please contact me if you have any comments or questions.

Attachment

cc: Mario Beas, Executive Director, Civil Service  
David Sterling, President, IAM Local 947  
George Chapjian, Director, Parks, Recreation & Marine  
Kenneth Campbell, Administrative Officer, PRM



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE:                   PARK NATURALIST**

**DEFINITION:** Under general supervision, plans, organizes, develops, and provides environmental and historical education and activity programs to the public and schools and maintains, preserves and restores the natural and historical environments at the City's Nature Center and formal gardens and landscape areas of historical sites.

**EXAMPLES OF DUTIES:**

- Develops and implements programs to promote interest in the study and appreciation of nature, landscapes, conservation, and/or cultural history;
- Plans and prepares permanent and temporary exhibits, including historical site formal gardens and landscapes, delivers lectures and arranges for guest lecturers;
- Writes educational and promotional materials, including publicity releases, articles, brochures, manuals, and other related written materials for publication;
- Schedules and coordinates the use of nature center facilities or historic site formal gardens and landscapes;
- Supervises and trains volunteers and staff;
- Performs, directs and supervises the restoration, preservation, propagation, irrigation, care and maintenance of the nature center facilities or historic site formal gardens and landscape areas;
- Maintains records and prepares activity reports;
- Develops program budgets and monitors expenditures;
- Researches history and development of historic site gardens; preservation, conservation and natural resources;
- Researches grant availability and develops funding proposals;
- Assists with research, design, acquisition, and development of landscape areas at historic site;
- Monitors grants and revenue generating activities;
- Ensures safety and other rules are observed;
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Graduation with a four-year degree in the Natural Sciences, Horticulture, Outdoor Recreation or a related field with specific coursework in botany, biology, zoology, wildlife management, forestry, conservation and education;

AND

One year of experience in the operation and development of a nature center, nature museum, historical site gardens and landscapes, park, forest or outdoor recreational area.

Abilities to assist in planning activities, maintain program activities, and prepare and direct interpretive education programs.

A valid motor vehicle operator license.

Experience offering specific and substantial preparation for the duties of the position may be substituted for the required education on a year-for-year basis.

**HISTORY:**

05/15/66

Revised: 08/27/86, 08/16/12

Approval/Adoption: 08/16/12 - Human Resources Department  
xx/xx/xx - Civil Service Commission

1 **DATE:** November 7, 2012

2 **TO:** Civil Service Commission

3 **FROM:** Deborah McCluster, Personnel Analyst 

4 **SUBJECT: REQUEST TO REVISE CLASSIFICATION SPECIFICATION –**  
5 **PARK NATURALIST**

6 Debbie Mills, Director of Human Resources requests Commission approval to adopt  
7 the revised classification specification for Park Naturalist. Staff has reviewed the  
8 request and recommends Commission approval in accordance with Section 1101(d) of  
9 the City Charter.

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11 Facts for Consideration:

- 12 • Requests to revise the classification specification were approved by the Civil  
13 Service Commission in November 1972 and August 1986.
- 14 • The proposed changes reflect revisions and updates to the Definition, Example of  
15 Duties and Minimum Requirements sections of the classification specification to  
16 include the duties performed at historical sites as well as the City's Nature Center.
- 17 • In the Minimum Requirements section, it is proposed that the requirements be  
18 updated to include a four-year degree in Horticulture.
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21 Staff has reviewed this request and recommends Commission approval in accordance  
22 with Article XI, Section 1101(d) of the City Charter.

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24 Staff has discussed the proposed changes with representatives from Human  
25 Resources and Parks, Recreation and Marine departments and all are in agreement  
with the recommendations for this classification specification.

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2 Resources and Parks, Recreation and Marine departments and all are in agreement  
3 with the recommendations for this classification specification.

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5 Both departments and the International Association of Machinist Union have been  
6 notified of this request and that it is on today's agenda. Department representatives  
7 will be present to respond to any questions from the Civil Service Commission.

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9 DWM Park Naturalist Class Spec Rev. 11.7.12

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