STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Environmental Specialist

Division and/or Subdivision
Southern Region / San Diego Unit

INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "…material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.

Location of Headquarters
San Diego Unit / El Cajon, CA

Class Title of Position
Environmental Scientist

Position Number
541-314-0762-001

Effective Date
09/20/2021

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Working in the Community Risk Reduction Program and under the direction and supervision of the Forester II (Supervisory), the Unit Environmental Specialist (Environmental Scientist) will perform a variety of responsible professional scientific office and field work related to the Greenhouse Gas (GHG) Fire Prevention Grant Program, fuel reduction projects, technical service projects and prescribed fire projects. The Environmental Scientist will perform the following duties:
40%	*The Unit Environmental Specialist will perform assigned natural resource management analysis, research, surveys, investigations, and studies involving fuel reduction projects, forest health concerns, prescribed fire projects, technical service projects and other requests; *analyze potential project impacts to resources; *use professional judgment in the level of environmental review compliance needed on project by project basis; *prepare regulatory and compliance documents; *remain current on pertinent environmental laws and regulations; prepare non-routine correspondence and answer non-routine questions from Unit staff, grantees, stakeholders, agencies/Departments, and the public; and do other related resource management work, *review projects and assess potential environmental impacts from proposed projects, *complete Initial Studies and required documentation (including but not limited to verification under emergency proclamation, exemptions, negative declaration, and/or Environmental Impact Report), *review Grantee documentation, Grantee's assessment of potential project impacts, and provide professional guidance to Grant Project Coordinators.
25%	*Communicate and work directly with cooperators and Unit staff in the development of projects and environmental review documentation, *attend public and stakeholder meetings and make presentations on relevant subject matter to various groups.
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.

Job qualifications and/or conditions of employment: Overnight travel throughout the Region and state is required. Work on nights, weekends and holidays is required. The incumbent must pass medical evaulation prior to appointment.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory _____ Initials and date

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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Environmental Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Conduct surveys for flora and fauna; *travel over uneven terrain, up and down steep terrain, long distances by foot in wet and cold weather to hot and dry weather to layout project areas, flag protection zones, prepare maps, validate maps and conduct surveys to collect data.
10%	*Research information databases for habitats and species, prepare maps of projects, resource protection maps, assessment area maps and other maps utilizing eGIS. *Assist the Pre-Fire Engineer with mapping needs; *assist with the preparation of special reports and the Unit Fire Plan.
5%	*Attend assigned training. *Obtain ICS qualifications in non-fire line ICS positions and participate in non-fire line ICS positions on incidents. *Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy. Other duties as assigned.

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"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory

Initials and Date