



Duty Statement



CURRENT



PROPOSED



STANDARD

Division	Classification	Position Number
Northern	Environmental Scientist (PI)	549-683-0762-902
District/HQ Section	Working Title	CBID
Sierra District	Environmental Scientist (PI)	R10
Sector/HQ Unit	Reporting Location	Incumbent
Natural Resources	Sugar Pine Point State Park	vacant
State Housing (only check if required)		Supervisor Classification
<input type="checkbox"/> Required		Senior Environmental Scientist
Position Description		
<p>The Environmental Scientist - Forest Stewardship (PI) works under the supervision and general direction of the Sierra District Senior Environmental Scientist and in close collaboration with the District Forester II. This position is permanent intermittent and total hours of work (typically 1500 hours/FY) are dependent upon availability of special funding. This position reports to the Resources Office in Sugar Pine Point State Park. Typical working hours are 0800 to 1630, Monday through Friday but may also work nights and weekends depending on program/project needs.</p>		
Essential Functions		
Percentage	Task	
40%	NATURAL RESOURCE MANAGEMENT PLANNING Prepare Environmental Documents including forest stewardship and prescribed fire management planning in support of a strategic, District-wide program that includes a focus on goals outlined in California's Wildfire and Forest Resilience Action Plan. Coordinate with other District Program Managers and unit staff to ensure clear communication, real-time information transfer, and support for successful project completion that aligns with District and Unit operational need. Assist or lead with preparation of other planning documents such as environmental assessment reviews, vegetation and wildfire management plans, smoke management or burn plans, and project work plans. Review internal and external plans, projects, and environmental documents for compliance with CEQA and other regulations and for defensive planning. Participate in regional planning efforts and review and prepare Core Staff reports on status and direction of these efforts. Obtain project permits from regulatory agencies and consult on planning efforts. Maintain relationships and communication with regulatory and other partner agencies. Assist parks staff on CEQA, permitting, planning documents, and projects affecting natural resources.	
40%	NATURAL RESOURCE MANAGEMENT Develop and facilitate natural resource stewardship monitoring program in coordination with other District resource program specialists and with the Natural Resources Division. Complete pre- and post-project and ecological effectiveness monitoring and develops/implements long-term monitoring program. Coordinate and complete sensitive species surveys and consultation requirements in support of forestry, Cannabis Watershed Protection Program, toxics remediation and other restoration/stewardship efforts. Apply adaptive management principles and incorporate lessons learned into stewardship program. Assist with prescribed fire implementation including fire related duties and training. Collect, manage, and interpret GIS database files and prepare maps. Organize databases, complete QA/QC, maintain records, complete annual reports. Responsible for mitigation reporting requirements.	
15%	ADMINISTRATION Track budgets, purchase materials, and prepare status reports and invoices for projects. Assist with public outreach, notification and messaging for prescribed burn program. Collaborate with Resources staff and other district staff to apply for grants. Ensure CEQA compliance- maintain documentation, record keeping, reporting, and evaluation on projects. Attend staff meetings and trainings. Collect forest stewardship and other data for the Natural Resources Program for input into the Maximo or other databases. Works with the District Administrative staff to prepare and complete project contracts and other documentation. Completes in timely manner time sheets, MAXIMO, Cal-card, Voyager, vehicle logs, safety meeting records, and other administrative duties. Coordinates the use and maintenance of equipment used in assigned projects including vehicles, forestry tools, and scientific apparatus. Performs routine maintenance on vehicles, equipment, and office/work space, including snow removal.	
Marginal Functions		

Percentage	Task	
5%	Performs other job related duties as necessary for operational continuity.	
Typical Working Conditions		
This position involves substantial office work, but also includes working in outdoors under adverse conditions, hiking over uneven and steep sloped terrain, and carrying heavy loads.		
Special Requirements		
A valid California Driver's license is required. May also work nights and weekends depending on program/project needs.		
<i>The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.</i>		
Supervisor Statement		
<i>I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties of this position with the employee and provided the employee a copy of this duty statement.</i>		
Supervisor Name (PRINT or TYPE)	Supervisor Signature	Date
Employee Statement		
<i>I certify I have read, understand and can perform the duties of this position either with or without reasonable accommodation. I have discussed these duties with my supervisor and have been provided a copy of this duty statement.</i>		
Employee Name (PRINT or TYPE)	Employee Signature	Date

Revised Date:

8/5/2021

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Environmental Scientist (PI)

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