



**Duty Statement**

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Infrastructure Directorate/ Environmental Science Division	Environmental Scientist	681-310-0762-007/008
BRANCH (if applicable)	WORKING TITLE	CBID
Environmental Policy Support Branch		R10
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
N/A	715 P Street, 20 <sup>th</sup> Floor, Sacramento, CA 95814	N/A
IMMEDIATE SUPERVISOR		
Colin Lang, Senior Environmental Scientist (Supervisory), Environmental Policy Support Branch		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to advance long-term utility infrastructure safety through data-driven, wildfire mitigation evaluation and compliance, excavation standards and education, in collaboration with local, state, and federal agencies, and in support of improved utility infrastructure, safety culture, and innovation.		
POSITION DESCRIPTION		
Under general direction of the Senior Environmental Scientist (Supervisory) of the Environmental Policy Branch in the Environmental Science Division, the incumbent will review and evaluate vegetation management-related aspects of electric utility Wildfire Mitigation Plans, develop utility vegetation management best management practices for wildfire safety, and contribute to the development of Guidelines. The incumbent will also develop and maintain relationships with Federal, State, and local agency partners and serve as the environmental science subject matter expert to assist other Energy Safety Divisions.		
<b>In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</b>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
50%	Under supervision, review and evaluate electrical corporation Wildfire Mitigation Plans (WMPs) by performing analysis of data, tools, technology, processes, and procedures related to utility vegetation management and environmental science. This includes: engagement with internal and external experts (e.g. Electric Safety Policy Division, CAL FIRE); assessing the electrical corporations' WMP submissions for completeness, technical feasibility, effectiveness, and forward-looking growth; contributing to internal policy development; writing of WMP decision sections; incorporating comments from internal reviews; preparing data requests and analyzing responses from electrical corporations; reviewing stakeholder comments; summarizing/presenting issues to management; proposing solutions to issues; and leading portions of public workshops.	
20%	Contribute to the development of Utility Vegetation Management Best Practices for Wildfire Safety. This includes: undertaking research; meeting internally and externally with experts including representatives from the electrical corporations and government agencies; summarizing findings, participating in workshops/working groups; developing recommendations; and briefing managers.	
15%	Contribute to the development of WMP Guidelines in relation to vegetation management and environmental science aspects of the WMP. This includes: engaging with internal and external experts (e.g. Compliance Assurance Division, CAL FIRE) to ensure that any new Guidelines are accurate, clear, and concise; analyzing state and federal legislation/regulation that may impact vegetation	

Commented [OS1]: I think include leading.



**Duty Statement**

	management/environmental science aspects of the Guidelines; reviewing and incorporating stakeholder comments, and participating in portions of public workshops.	
<b>10%</b>	Actively participate in and coordinate meetings with external Agencies (e.g., CAL FIRE), attend relevant cross Agency meetings (e.g., Wildfire & Forest Resilience Task Force), and conduct site visits to ensure that Energy Safety is staying abreast of critical vegetation management-related challenges faced by electrical corporations and/or new approaches to vegetation management that are being adopted by electrical corporations. Report back to management and include, where appropriate, recommendations for next steps.	
<b>MARGINAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.	
<b>TYPICAL WORKING CONDITIONS</b>		
<ul style="list-style-type: none"> <li>• Reporting Location: 715 P Street, 20th Floor, Sacramento, CA 95814</li> <li>• Alternate reporting location of San Francisco or Los Angeles is available upon request.</li> <li>• Energy Safety uses a Hybrid Remote/In-person approach enabling staff to telework, when approved by management.</li> <li>• Energy Safety uses shared workspaces for most staff (hoteling stations) when required to work in the office.</li> <li>• Incumbent may be required to travel, including overnight stays, and on occasion be required to work unusual hours including nights and weekends.</li> </ul>		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as telework eligible-remote centered.		
<b>SPECIAL REQUIREMENTS:</b>		
<p><b>Conflict of Interest</b> This position is designated under the Conflict-of-Interest Code. The position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment. Failure to comply with the Conflict-of-Interest Code requirements may void the appointment.</p> <p><b>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 the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.</b></p>		
<b>SUPERVISOR STATEMENT:</b>		
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 WITH A COPY OF THIS DUTY STATEMENT.		
<b>SUPERVISOR NAME (TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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.		
<b>EMPLOYEE NAME (TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>

**Commented [OS2]:** This edit is fine, but also fine to say they need to coordinate.

**Commented [OS3]:** I think appropriate to keep in for the ES as well. All SMEs should be prepared to do this in some form.