

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Office of Spill Prevention and Response	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-4800-xxx
UNIT NAME AND LOCATION Preparedness Branch – West Sacramento	CLASS TITLE Staff Services Manager I (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Preparedness Branch Chief, the Staff Services Manager 1 (Specialist) will independently coordinate the development, implementation, and maintenance of OSPR's internal spill response exercise program. The incumbent will also maintain training program documents, task books and other spill response role certification documents, guidance documents, job aids, and other training related materials.
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PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
40%	<p>ESSENTIAL FUNCTIONS:</p> <p>Coordinate the development, implementation, and maintenance of OSPR's internal spill response exercise program. Working closely with the Training Coordinator and OSPR's Incident Command System (ICS) position subject matter experts to conduct exercises to maintain staff's oil spill response readiness and proficiency. Incumbent will help design and develop oil spill scenarios, coordinate planning meetings, conduct exercises, facilitate exercise evaluation, and prepare exercise after action reports. Working with subject matter experts during exercise design, oil spill scenarios can include ICS position specific objectives; incorporate partner agencies participation for interagency collaboration and processes; incorporate wildlife impacts and response strategies; include response technologies; utilize oil spill trajectories; or other facets of environmental response. Coordinate with the Drills and Exercise Unit to incorporate OSPR staff into industry exercises for OSPR specific objectives as appropriate.</p>
25%	<p>In coordination with the OSPR Training Coordinator, maintain training program documents including training requirements for specific classifications, task books and other spill response role certification documents, guidance documents, job aids, and other training related materials. Analyze training documentation to maintain the accuracy of records in database, and to ensure conformance with relevant training policies. Develop and prepare quarterly comprehensive and customized training reports. Provide customer service to OSPR staff regarding CDFW and OSPR training programs. Assist OSPR staff in interpreting training program requirements and guidelines and respond promptly to inquiries specific to the OSPR training program. Communicate with the Office of Training and Development to support training logistics and facilitate support to OSPR staff. Provide training logistics support, including but not limited to submitting course information to LEARN, reserving training venues, procuring supplies, training course setup and breakdown, instructor and student communications, course registration, and roster management. Assist Training Coordinator with preparation of the annual OSPR training plan and training surveys. Provide administrative support to the OSPR Training Committee.</p>
10%	<p>Maintain and update the OSPR Training Portal webpage. Independently manage internal and external customer service communications regarding the OSPR Training Program, including the</p>

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	management of the program email inbox and training portal suggestion box. Prepare materials for meetings with internal leadership, stakeholders, and partner agencies; this could include Area Committee, Regional Response Team, and Local Emergency Planning Committee meetings.
10%	Support the identification of training vendors for the OSPR Training Program. Coordinate with CDFW-OSPR's Finance and Administrative Services Branch to implement training vendor contracts. Ensure document accessibility and 508 compliance for all relevant training program documentation.
10%	Train for and respond to oil spills and serve in key ICS roles and participate in drills and exercises serving in these roles. Serve as subject matter expert, as needed.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of OSPR's goals and objectives.
	Special Personal Characteristics: High degree of dependability, tact, initiative, and independence; strong organizational skills, excellent customer service, multi-tasking ability, flexibility, and adaptability.
	Interpersonal Skills: Work independently or in a team environment; ability to establish and maintain effective working relationships; communicate effectively, both orally and in writing.
	WORKING CONDITIONS:
	Ability to use a computer keyboard for several hours a day. Involves sitting most of the time. Ability to operate a motor vehicle and be prepared to travel using a state vehicle.
	Additional Conditions: OSPR is a 24-hour oil and pollution response organization. The incumbent in this position can be required to participate in prevention and response training, drills and incidents throughout California and may be required to wear a uniform as prescribed by the Office of Spill Prevention and Response.
	A spill may require incumbent to deploy/travel within the state of California via private or public transportation (i.e., automobile, airplane, etc.) with short notice. Travel may include multiple day overnight stay up to seven (7) days dependent upon departmental need.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME David J. Reinhard, Senior Environmental Scientist (Supervisory)	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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