



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Environmental Scientist	549-555-0762-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Ocotillo Wells District	Environmental Scientist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ocotillo Wells District	Ocotillo Wells District	
STATE HOUSING		IMMEDIATE SUPERVISOR
State Housing is not available		Senior Environmental Scientist (Sup)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
POSITION DESCRIPTION		
Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent will serve as a lead in natural resources management projects, planning, and stewardship throughout the district. The Environmental Scientist will take a lead role in developing, implementing, and reporting district projects and plans related to vegetation management and restoration. The incumbent will perform a range of duties including site visits and environmental monitoring, conducting biological reviews of internal and external projects, managing data, supporting department and district natural resources initiatives, and performing general administration of district's natural resources program.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<b>NATURAL RESOURCES MANAGEMENT</b> Acts as a lead person for natural resources management projects or monitoring, particularly for vegetation management and restoration. Develops and implements guidance/management plans for district units, such as Wildlife Habitat Protection Plans, Soil Conservation Plans, Wildfire Management Plans, etc. Prepares annual reports and assists with compliance reporting. Serves as district representative or liaison with external agencies and working groups. May act as project manager or lead person for internal and natural resources management projects; may act in a lead capacity over seasonal or permanent staff or external work crews. Following training, works with potentially hazardous materials or equipment such as herbicide or chainsaw.	
20%	<b>DATA MANAGEMENT</b> Manages natural resources data entry and assists with data analysis. Compiles data, analyzes results, and makes recommendations for natural resources management at the district. Maintains and develops data sheets, record storage procedures, and databases, GIS layers, or spreadsheets using available software (e.g., Microsoft Access, Microsoft Excel, ArcPro). Research new techniques for data management. Train district staff on GIS technologies and tools.	
15%	<b>PLANNING</b> Develops and implements natural resources management plans and projects for the district. Research new techniques for project implementation. Reviews and completes Environmental Scientist review of CEQA projects within the district; may support biological review of projects under NEPA on occasion. Work with land agents, planners, and other classifications on land use issues affecting the district. Review special events, films, and collections/research permits.	

<b>10%</b>	<b>TRAINING AND INTERPRETATION</b> Organizes and conducts training programs for staff and volunteers on the identification, management, and protection of natural resources throughout the district. Trains personnel how to conduct biological surveys, how to implement protective measures, and impact avoidance. Develops reports, articles, and exhibits regarding the natural resources of the park units. May work with district volunteers.	
<b>10%</b>	<b>SAFETY</b> All duties shall be performed in compliance with Departmental policies and the district's Injury and Illness Prevention Program (IIPP). Wear appropriate safety equipment, including a seat belt during vehicle use. Maintain clean and safe workspace. Attend and hold tailgate safety meetings. Isolate and/or immediately correct hazards to park visitors or employees. Report all injuries, even minor ones, to on-duty supervisors as soon as possible. Operate light vehicles such as half-ton pickup trucks, one-ton stake side trucks, and small tractors and mowers in a safe manner consistent with applicable rules and regulations.	
<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 trainings and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Work may occur in the field or office. Field work may occur outdoors in various types of weather or in unpleasant conditions (e.g., extreme desert heat, rough or uneven terrain, etc.). Work environment has exposures to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, nearby heavy equipment or traffic, and/or loud noises. May involve use of herbicide or chainsaws. May involve some exposure to aggressive visitors. Occasional travel throughout district or state may be required, with overnight stay at hotels and/or spike camps potentially required. Schedule may be modified, with notice, depending on district projects and needs.		
<b>TELEWORK DESIGNATION:</b>		
This position is designated as NOT Telework Eligible.		
<b>SPECIAL REQUIREMENTS:</b>		
Possession of a valid class C driver's license is required. Duties performed may require participation in the DMV Pull Notice Program.		
<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>		
<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 (PRINT OR 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 (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>