



## DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field	Environmental Scientist	549-257-0762-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Ocotillo Wells	Environmental Scientist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Ocotillo Wells District	Ocotillo Wells SVRA	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing may be required		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 Environmental Scientist will develop and implement natural resources management projects, planning, and stewardship at Ocotillo Wells State Vehicular Recreation Area. This position will develop a monitoring program for western burrowing owl at the park, including developing protocols and leading surveys. The Environmental Scientist will compile data, manage records, analyze results, write reports, and make recommendations for natural resources. The incumbent may also support other district programs or natural resources management efforts.		
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	
35%	<b>NATURAL RESOURCES MANAGEMENT</b> Develop a monitoring program for western burrowing owl, and lead implementation of surveys and protocol development. Research and review regional resources data. Monitor and document occurrences of special-status species in accordance with regulation, policy, and other best practices. Assists implementation of management plans for district units (e.g., Wildlife Habitat Protection Plans, Soil Conservation Plans, Wildfire Management Plans, etc.). Prepares annual reports and assists with compliance reporting. May act as project manager or lead person for internal and external natural resources management projects; may act in a lead capacity over seasonal or permanent staff or external work crews. Trains seasonal personnel how to conduct biological surveys, implement protective measures, and avoid impacts. Organize and lead pre-construction surveys, and maintain records. May be assigned by supervisor to work on other natural resources management work to support district or department needs.	
20%	<b>PLANNING AND REVIEW</b> Reviews and completes Environmental Scientist reviews 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. Reviews special events, film permits, and collections/research permits. Coordinates with permittees to provide resources information, species avoidance recommendations, and event alternatives. Coordinates with regulatory agencies to obtain resources permits for projects (e.g., Lake and Streambed Alteration Permit, emergency permitting, etc.).	
20%	<b>DATA MANAGEMENT AND REPORTING</b>	

	Manages data, analyzes results, and makes recommendations for natural resources management. Maintains and develops data sheets, record storage procedures, and databases, GIS layers, or spreadsheets (e.g., Microsoft Access, Microsoft Excel, ArcPro). Research new techniques for data management, and stays current on technology (e.g., Field Collector, ArcPro). Train district staff on GIS technologies and tools.	
<b>10%</b>	<b>ADMINISTRATION</b> Schedule and coordinate select natural resource crews and necessary equipment. Coordinates field projects; provides support and assistance to District staff. Participates in staff meetings and leads discussions. Tracks and reports on project budgets. Prepare administrative documents, such as travel expense claims and timekeeping documents. Maintains necessary records and answers correspondence and inquiries.	
<b>10%</b>	<b>SAFETY</b> All duties shall be performed in a safe manner 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. Maintain safe work environment for natural resources. 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>		
<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.		
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>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>