



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
San Joaquin River Conservancy	Environmental Scientist	365-100-0762-XXX
DISTRICT/HQ SECTION	WORKING TITLE	CBID
San Joaquin River Conservancy	Compliance Specialist	
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Parkway Development and Ops	Fresno, CA	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Executive Officer, San Joaquin River Conservancy
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the direct supervision of the Executive Officer, San Joaquin River Conservancy (EO) for the Parkway Development and Operations Unit, the Environmental Scientist (ES) assists with planning, environmental review, compliance, and real property management. This position is primarily responsible for compliance with operations and license agreements, and serves as a generalist in public service, performing semi-professional to professional tasks in support of all Conservancy programs, office management, administrative functions, and fiscal management; coordination with agencies, nonprofit partners, and service providers; property management; project and program coordination and management; and all forms of communications to the Executive Officer, governing board, and public. The ES, as directed by the EO, will perform a broad range of duties including: interdisciplinary governmental and analytical assignments, preparation of studies, reports, and plans; development and review of agreements, and will ensure the development of procedures, policies, programs, and project alternatives.</p> <p>The ES is part of a multi-disciplinary team. The position is located in Fresno, CA, and is eligible for a hybrid telework schedule for employees who can satisfactorily perform their essential work functions independently and remotely.</p>		
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%	Environmental Review, Compliance, and Reporting: Coordinate the environmental review of Conservancy projects including but not limited to preparing project evaluation reports, distributing and coordinating the review of other resource specialists and team members, coordinating the review, completion, and submittal of Notice of Exemption (NOE) and other CEQA documents with the Conservancy's Executive Officer and the State Clearinghouse. Coordinate with Federal agencies to ensure NEPA requirements are met and ensure appropriate record keeping and reporting. Assiss in the preparation of Negative Declarations, Environmental Impact Reports and other environmental documents for Conservancy initiated projects. Prepare applications for permits from various regulatory agencies including CA Fish and Game Streambed Alteration Permits, U.S. Army Corps of Engineers 404 Permits and Water Quality Control Board 401 Certifications. Prepares and reviews revegetation and restoration plans and monitoring reports as necessary.	

25%	<p>Planning and Real Property Management</p> <p>Serve as project coordinator for Conservancy initiated projects, annual property management plans and other planning or property managements related documents. Prepare, administer, and coordinate projects and programs, including but not limited to preparing scopes of work and budgets, developing and managing agreements and licenses with operators, stewardship groups, and lessees; analyze and resolve routine conflicts and make recommendations to solve problems; organize, summarize, and draw conclusions from data and information of a complex nature, and prepare analyses, reports, maps, recommendations, and proposals; assist in securing permits and meeting environmental review requirements; represent the Conservancy on committees and at workshops; perform site visits and inspections at project sites. Assist with documenting, tracking, evaluating and responding to complaints and requests from the public regarding boundary vegetation, encroachments and other property issues.</p> <p>Work includes using ArcGIS to create maps and concept plans. Collect, evaluate, summarize, and analyze outdoor recreation, economic, and other data from a variety of sources to identify trends in public use, opportunities, demands, and deficiencies of existing concession and outdoor recreational facilities for use in planning documents, planning and design of facilities, as well as improving the management of Conservancy owned properties.</p> <p>Work with the City and County of Fresno, the City and County of Madera, and other governmental entities, regulatory agencies, various partners and community groups, non-governmental organizations in planning and project coordination for improvements to the San Joaquin River Parkway. Participate in public meetings and workshops to solicit community input on Parkway proposals. Participate in community engagement projects and volunteer activities.</p>
20%	<p>Agreement Review, Compliance, and Reporting</p> <p>Responsible for managing the execution, oversight, and compliance monitoring of various agreements and permits, including operations agreements, licenses, rental agreements, and letter permits. Draft, review, and negotiate agreements to ensure alignment with the Conservancy’s policies, objectives, and legal requirements. Coordinate with internal staff and external partners to facilitate timely execution and implementation of agreements, while also monitoring compliance with all terms and conditions. This includes conducting site visits, reviewing reports, maintaining thorough documentation, and identifying any issues related to non-compliance or operational challenges. Recommend and implement corrective actions as needed, maintain accurate records of all agreements and permits—including tracking expiration dates, renewal timelines, and performance benchmarks—and provide regular updates to the EO.</p>
10%	<p>Administration</p> <p>Follows all State and Conservancy administrative and operational regulations, procedures and guidelines, including complying with timekeeping, reimbursement, contracting, purchasing and accounting requirements. Prepare reports, budgets, correspondence and other documents as required.</p>
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
<p>Primarily in an office environment. The incumbent would work in a climate-controlled office under artificial lighting and may be required to sit for extended periods using a keyboard, mouse, and video terminal display.</p> <p>The employee is occasionally required to work outdoors, which may be characterized by difficult accessibility, rough terrain, exposure to vectors and allergens, and hot, cold, or wet conditions.</p> <p>This position is designated as telework eligible-remote centered. The incumbent will be required to report to</p>	

their assigned office a minimum of two (2) days per week, and as requested for operational needs.

TELEWORK DESIGNATION

This position is designated as: (Check one)

Telework Eligible – Office Centered Telework Eligible – Remote Centered Not Telework Eligible

SPECIAL REQUIREMENTS:

A California driver’s license and defensive drivers training is required to attend meetings and field activities.

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.

SUPERVISOR STATEMENT:

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

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.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE