

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 (OSPR)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-0762-905
UNIT NAME AND LOCATION Preparedness Branch, West Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-0762-054
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist Supervisor, the Environmental Scientist provides environmental, regulatory, and Incident Command System (ICS) subject matter expertise for the coordination of events held for compliance with OSPR's drills and exercises regulations.	

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.)
35%	<p>ESSENTIAL FUNCTIONS: Evaluate industry's ability to execute their oil spill contingency plan in accordance with OSPR's drills and exercises regulations to ensure "best achievable protection" of environmentally and ecologically sensitive areas. Provide complete coordination of scheduled events held for compliance, including, but not limited to, scheduling, planning, and staffing (including associated travel). During drill and exercise planning, provide environmental, regulatory, and ICS expertise to ensure oil spill contingency plan holders' (plan holders') events are designed appropriately, including, but not limited to: assessment of proposed trajectories used to determine potential impact to waters of the state and associated diverse environmentally sensitive sites, habitats, and species; incorporation of relevant environmental conditions; identification of OSPR's subject matter experts; and collaboration with other relevant local, state, and federal agencies. Maintain documents to track event planning, associated plan holder compliance, and OSPR staff participation, including, but not limited to, staffing calendars and other various calendars. Maintain and evaluate performance data to assess trends on industry compliance.</p>
25%	<p>During drills and exercises, evaluate plan holder staff performance and completion of appropriate actions to meet regulatory requirements and document them for inclusion in an evaluation report, including, but not limited to: identifying relevant public health agencies and interested parties; relevant environmentally sensitive sites are identified utilizing the appropriate Area Contingency Plan(s) and/or Geographic Response Plan(s) and associated protective strategies implemented; and environmental conditions including weather/tides/currents are incorporated into relevant trajectories. Work with contingency plan reviewers to assure that the Risk Analysis, the Offsite Consequence Analysis and the Resources at Risk sections of the contingency plans are amended and updated when exercises are completed as necessary.</p>
15%	<p>For all scheduled events, review regulatory submissions and associated supporting documentation for compliance with OSPR's drills and exercises regulations, including, but not limited to: finalizing evaluation reports; populating database entries; generating and disseminating credit letters; writing after action reports; and developing and disseminating all associated correspondence. For additional notifications, request and review documentation for compliance with OSPR's drills and exercises regulations and populate database entries. For all scheduled events and additional notifications, maintain documents to track associated plan holder compliance.</p>

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10%	<p>As a regulator for a natural resource trustee agency, provide a high level of customer service (in addition to services provided during drill and exercise planning) via telephonic communication, virtual calls and meetings, email correspondence, and other available forms of communication. Customer service includes, but is not limited to, assisting plan holders and their consultants with regulations and requirements, conducting outreach and education for plan holders and their consultants on regulatory requirements and available resources, conducting briefings during U.S. Coast Guard Area Contingency Plan meetings, participating in U.S. Environmental Protection Agency Regional Response Team IX meetings, and engaging with local, state, and federal agencies with regards to drill and exercise participation.</p>
5%	<p>Collaborate with other OSPR programs and provide support for unannounced events planned for compliance with OSPR's drills and exercises regulations, including, but not limited to, planning, staffing, and evaluation.</p>
5%	<p>For assigned response position(s), attend and participate in trainings and exercises, complete position task book, and respond to actual spills as needed. Maintain the appropriate level of Hazardous Waste Operations and Emergency Response (HAZWOPER) certification to support spill response position(s). Potential response positions include, but are not limited to: liaison support, sample coordinator, shoreline cleanup assessment technique (SCAT) team leader, SCAT team member, volunteer coordinator, and wildlife branch support.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS: Perform general administrative tasks, including, but not limited to, tracking of time worked, populating travel expense claims, and tracking travel expenses; as appropriate, attend career development, training programs including seminars, conferences, and workshops to contribute to the achievement of OSPR's goals and objectives.</p> <p>Special Personal Characteristics: Strong work ethic; critical thinker; analytical; resourceful; self-motivated; keen observer; able to work independently; adaptable; tactful; willing to travel.</p> <p>Interpersonal Skills: Effective written and verbal communication skills; ability to work within multidisciplinary groups; active listener; conflict resolver; ability to work and collaborate in a diverse team setting.</p> <p>WORKING CONDITIONS: This position is in an office environment and involves prolonged periods of sitting, the use of a computer and standard office equipment, as well as conversing virtually and telephonically for several hours a day. Occasional travel is required; incumbent must be able to operate a motor vehicle and be prepared to travel using a state vehicle. Occasional work involves prolonged periods of standing, being clothed in a prescribed uniform and safety equipment, and the use of a tablet.</p> <p>Additional Conditions: OSPR is a 24-hour oil and pollution spill response organization. The incumbent in this position will be required to participate in preparedness and response trainings, as well as drills, exercises, and incidents throughout California, and to be available to deploy/travel with short notice for extended periods of time (up to 7 days). Public contact work may require irregular hours, the wearing of a DFW issued uniform and operating state vehicles with a valid driver's license.</p>

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

<p>PRINT SUPERVISOR'S NAME David Reinhard, Environmental Program Manager I</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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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