

DUTY STATEMENT

DUTY STATEMENT

Employee Name: Vacant	Current Date:
Classification: Environmental Scientist	Position #: 812-010-0762-007
Division/Office: Office of the Secretary	CBID: R10
Section: Emergency Response Team	
Supervisor Name: John Elkins	Supervisor Classification: Environmental Program Manager

I certify that this duty statement represents an accurate description of the essential functions of this position.

Supervisor:	Date:
-------------	-------

I have read this duty statement and agree that it represents the duties I am assigned.

Employee:	Date:
-----------	-------

SPECIAL REQUIREMENTS OF POSITION (IF ANY):

- Designated under Conflict of Interest Code.
- Duties performed may require pre-employment physical.
- Duties performed may require drug testing.
- Duties require participation in the DMV Pull Notice Program.
- Requires the utilization of a 32-pound self-contained breathing apparatus.
- Operates heavy motorized vehicles.
- Requires repetitive movement of heavy objects.
- Works at elevated heights or near fast moving machinery or traffic.
- Performs other duties requiring high physical demand. (Explain below):
- Duties require use of hearing protection and annual hearing examinations.

SUPERVISION EXERCISED

<input checked="" type="checkbox"/> None	<input type="checkbox"/> Lead Person
<input type="checkbox"/> Supervisor	<input type="checkbox"/> Team Leader

DUTY STATEMENT

FOR SUPERVISORY POSITIONS ONLY: Indicate the number of positions by classification that this position DIRECTLY supervises: N/A

Total number of positions in Section/Branch/Office for which this position is responsible: N/A

FOR LEADPERSONS OR TEAM LEADERS ONLY:

Indicate the number of positions by classification that this position LEADS: N/A

MISSION OF SECTION:

The mission of the ERT is to restore, protect and enhance the environment, to ensure public health, environmental quality and economic vitality. The mission is fulfilled by developing, implementing, and enforcing environmental laws that regulate air, water and soil quality, pesticide use and waste recycling and reduction. The Office of the Secretary heads the agency, overseeing and coordinating the activities of one office, two boards, and three departments dedicated to improving California's environment.

CONCEPT OF POSITION:

Under general direction of the Environmental Program Manager (EPM) for the Emergency Response Team (ERT), the Environmental Scientist (ES) will assist the Senior Emergency Services Coordinator (SESC) and the ERT developing, implementing and enforcing environmental laws that regulate air, water and soil quality, pesticide use and waste recycling and reduction. The incumbent participates in activities to restore, protect and enhance the environment, to ensure public health, and environmental quality. The incumbent also participates in activities of CalEPA's Emergency Response Management Committee (ERMaC), including emergency preparedness and response responsibilities.

The incumbent may be required to travel up to 30% and work for extensive periods, including weekends and holidays. At times, duties may require working long shifts at hours other than the normal work hours. The work environment may vary considerably from the normal work setting.

<u>% OF TIME</u>	<u>RESPONSIBILITIES OF POSITION</u>
25% - E	Act as a liaison, under the SESC's lead, between CalEPA, the BDOs and other state and local agencies. Conduct natural resource management, environmental protection, planning, and implementation activities utilizing the scientific methods in the identification, research, and solution of emergency response for environmental monitoring, water resources, waste classification, illegal discharge of waste (including solid and hazardous waste) to the lands and waters of California, toxic and hazardous materials management, point and nonpoint source pollution, natural area management and restoration, land and water use, timber harvesting, streambed alterations, and watershed evaluation. Work with BDO and other state agency representatives in the analyzation and evaluation of data on the effects of air and water pollutants, waste management, prevention and recycling, water diversions, and water use on human health, vegetation, fish, wildlife, water supplies, potential land uses, and other aspects of the environment. Work with the BDOs and other state and local agencies to oversee site cleanup and emergency response efforts and to develop recommendations regarding environmental programs affected by scientific findings. Assist with scientific analyses and data analysis and management. Support staff performing complex scientific

DUTY STATEMENT

	assessments. Perform technical research and track response and recovery projects.
25% - E	Evaluate the ERT response function capabilities to determine gaps and follow-up with corrective action and next step recommendations. Coordinate, track, and support the work of the ERT and BDOs during times when emergency operation centers are activated. Help develop and implement processes and procedures to expand information sharing and training of staff regarding emergency response planning and procedures. Respond to written and verbal inquiries regarding the program's work. Perform administrative duties to support emergency planning and response activities.
10% - E	Serve as a CalEPA/CA-ESF-10 Duty Officer during week-long rotating shifts receiving and responding to calls, emails and situation reports including monitoring and responding to the California State Warning Center Spill Reports. In the event of an emergency, on short notice, may be required to work irregular and overtime hours during disaster operations in order to support CalEPA and the Governor's Office of Emergency Services (CalOES). When called upon by CalOES, including the California State Warning Center, or CalEPA's Emergency Response Program Manager, may be required to serve as a CalEPA/CA-ESF-10 representative and work in the CalEPA Emergency Operations Center (EOC), the CalOES State Operations Center (SOC), Joint Field Office (JFO) or Area Field Office (AFO). Statewide travel may also be required for extended periods of time and on short notice.
20% - E	Support the development of training resources and coordinate training exercises. Facilitate development of management and analysis tools to assist emergency response operational teams and additional data and information products to support decision-making and planning.
15% - E	Develop, review, and provide technical support for implementation and update of State Emergency Response Plan. Serve as a technical resource to guide and support to ERT and BDO staff. Research and prepare supporting materials, and work with stakeholders on CalEPA initiatives related to emergency response and impacts of emergency events. Develop preparedness and response procedures. Coordinate and consult with SESC and BDOs to support the California Emergency Support Function 10 activities. Conduct other emergency response activities consistent with Incident Command System (ICS) and Standardized Emergency Management System (SEMS) roles and responsibilities. Represent CalEPA at emergency planning and response meetings, technical advisory committees, public presentations, and training events.
5% - M	Performs other duties as assigned by Environmental Program Manager and SESC for the ERT.