



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
Central Field	Environmental Scientist	549-662-0762-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Diablo Range District	Environmental Scientist	R10
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
Contra-Solano Sector	Mt. Diablo State Park	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Senior Environmental Scientist (Supervisory)
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of the Senior Environmental Scientist (Supervisory), the Environmental Scientist will perform a variety of professional scientific office and field work. The position is part of the District Resource Team and is responsible for natural resource planning, management, enhancement and protection within the Diablo Range District. The Environmental Scientist is also responsible for natural resource protection support functions as they relate to the Park units. The reporting location for this position is Mt. Diablo State Park located on 96 Mitchell Canyon Road in Clayton, California, but the Environmental Scientist is expected to work across various locations throughout the District.</p>		
<b>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.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
45%	<b>NATURAL RESOURCE STEWARDSHIP</b> Assists in the development, implementation, oversight, monitoring, evaluation and reporting for programs, operations, activities, and projects that support or may impact stewardship of natural resources in the District; programs and projects include, but are not limited to, the wildfire management program and the trails system management program. Perform research on vegetation management, wildlife management, insect and vector control, and habitat restoration/enhancement. Use of small engine power tools such as chain saws may be required to perform vegetation work. Use Geographic Information Systems (GIS) to gather data for environmental projects. Analyze and mitigate disturbances within District units, visitor impact control, park maintenance, water quality, and erosion control. May assist in addressing the investigation and protection of historic, geologic, paleontological and archaeological sites. Support the effort to protect natural and cultural resources of the District as a member of the District Resource Team and in coordination with the District's operational teams, including analyzing and mitigating trail system impacts. Reviews, makes recommendations on and monitors for compliance of State and District collection permits, research projects, and related activities. Reviews and prepare comments on District-wide environmental reviews for projects outside District properties that may impact park resources or operations. Participates in District planning and prioritization efforts. As assigned, acts as the District's representative on implementation and planning teams for multi-agency projects affecting District resources. As assigned, serve as a liaison or District representative to a variety of environmental planning teams or in meetings with environmental regulators. Provide information to staff and the public on	

	resource issues and management activities. Provide training and updates for District staff and the local land managers on natural resource related issues and specific projects, programs and areas of special interest within the District. Make presentations to community groups on resource programs.
<b>30%</b>	<p><b>ADMINISTRATION</b></p> <p>Assists in the development and review of annual or long-term natural resource program work plans, budgets and financial reporting. Purchase the equipment and materials needed for natural resource program projects. Maintains inventories. Ensure appropriate maintenance and safety instruction is conducted when using equipment and tools. Direct and conduct inspections and monitor activities using Department field and digital reporting protocols and standards. Assists in the development and pursuit of alternate funding sources to support natural resource programs. Records and monitors use of allocated program resources such as staff time and funding by using MAXIMO and fiscal reporting systems. Uses a variety of state contracting options to secure skilled and professional contractors to assist in completing programs and activities. Prepares or assists in the preparation of project scopes and bid specifications and reviews and selects qualified bidders and administers contracts. Assists in negotiating and drafting inter-agency and general letters of agreements to provide and receive services. May act as lead for seasonal staff and volunteers. Assists in providing effective and efficient training and creating staff and volunteer personnel schedules. Prepares and reads correspondence and reports. Assists in the recruitment and hiring of seasonal, volunteer and intern staff. Leads Resource Team GIS operations. Is a member of the Resource Team and serves in a leadership capacity. Participates in the review of projects and activities for conformance with Department and District policies and procedures. Organizes and/or facilitates operational, improvement and task teams as assigned. May coordinate work projects with other District and Departmental staffs. Conducts and attends meetings. Assists in document preparation for Unit Naming and Classification actions and Unit General Plans.</p>
<b>20%</b>	<p><b>ENVIRONMENTAL AND PROPERTY COMPLIANCE</b></p> <p>Works closely and in coordination with District Qualified Applicator and Pest Control Advisor to ensure that pesticide use within the Natural Resource Program is compliant with Departmental and regulatory requirements. May serve as lead with environmental regulatory agencies on District projects and prepare permit requests and applications as assigned for District projects. May serve as the District's Environmental Coordinator, providing expertise and support to ensure District compliance with environmental regulations such as the California Environmental Quality Act, Section 5024 Public Resource Code and the Coastal Act. Provides input and oversight on environmental components related to issuance of and use/access of easement holders and other parties needing access to or over lands managed by the District. May be assigned as a member of field teams to assess and advise on outside requests for use of State Park land. Investigates and provides findings and recommendations on issues of trespass. Identifies damages and mitigation needs. Provides information and documentation that can be used in dispute resolution with identified trespass violators.</p>
<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>	
<p>Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage)</p> <p>Work in hazardous situations (e.g., around raw sewage, chemicals)</p> <p>Works at elevated heights or near fast moving machinery or traffic</p> <p>Work in office environment</p> <p>Safety-sensitive, as work will occasionally be done near fires and involves working with chainsaws.</p>	
<b>TELEWORK DESIGNATION</b>	
<b>This position is designated as: (Check one)</b>	

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

**SPECIAL REQUIREMENTS:**

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.**

**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.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**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.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>