

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) (REV06/19)		Working Title of Position <b>Resource Protection Scientist</b>
		Division and/or Subdivision <b>Southern Region</b>
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters <b>Southern Operations - Riverside</b>
		Class Title of Position <b>Environmental Scientist</b>
		Position Number <b>541-401-0762-001</b>
		Effective Date <b>2/18/2026</b>
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.	
40%	Under the general direction by the Southern Region Senior State Archaeologist, the Environmental Scientist (ES) provides Geographic Information Systems (GIS) and natural and cultural resource management expertise to Department of Forestry and Fire Protection (CAL FIRE) Programs. The ES works with CAL FIRE Archaeologists and resource staff and interacts with landowners, Registered Professional Foresters (RPF's), consulting archaeologists, outside agencies, Native American communities and members of the public regarding archaeology related issues for CAL FIRE projects and programs. The ES is responsible for the following duties:	
30%	*Data management. Create and maintain records of CAL FIRE cultural resource management projects, contacts, and references. *Routinely back up data to department servers. *Create and maintain geographic data files within GIS. *Create and manage field collection applications using Survey 123, Field Maps, or other appropriate applications. *Maintain skills with ESRI products. Digitize existing analog data and incorporate them into a unified GIS based database. *Serve as subject matter expert on data management for cultural resources program.	
	*California Environmental Quality Act (CEQA), Forest Practice, and Environmental Compliance: Assists department archaeologists and foresters in conducting field review and documentation of department projects on private and public lands. *Assess potential impacts and survey needs, establish scope of survey, reporting documentation, assessing site significance, and develop recommendations for protection measures or alterations to projects. *Conduct review of investigations conducted by archaeologically trained resource professionals to the extent that professional qualifications allow. *Cooperate with Resource Management and Fire Prevention staff to develop solutions for cultural resource issues. *Assist or provide guidance to scientists working under contract to CAL FIRE and to archaeologically trained resource staff. *Maintain knowledge and skills related to departmental policy and procedures and provide guidance to department staff and others.	
	*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.	
<b>Equal Employment Opportunity (EEO) Statement:</b> All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.		
Job qualifications and/or conditions of employment: Will be subject to work nights, weekends and/or holidays. Extensive travel will be involved, and fieldwork locations are often situated in remote regions throughout the state of California.		
"We have discussed this document in its entirety and understand the duties of this position."		
Employee Signature _____	Date _____	Supervisor Signature _____
Personnel use only	<input type="checkbox"/> Posted to Directory	Date _____
Initials and date		

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Liaison. Serve as liaison with the California Historical Resources Information System, the Native American Heritage Commission, local Native Americans and tribal governments, state, federal, and local agencies, and others as required. *Represent the CAL FIRE cultural resource management program both within and outside of the department. *Distribute reports and information on CAL FIRE investigations to appropriate Information Centers and other audiences.
5%	*Training: Assists department staff and others in delivering cultural resource management training courses and programs. *Provide training to cultural resource staff on GIS database and related applications. Attend conferences and trainings on cultural resource management, regulatory requirements, GIS, emergency response procedures, state employee requirements, or other relevant topics.
5%	*Contract Administration: Assist in developing scope, writing Request for Proposals (RFPs), and evaluating bids for contract archaeologists. *Review and evaluate contracted products to ensure adequacy and CEQA or Forest Practice Act compliance.
5%	*Emergency Incident Response: Maintains Incident Command System qualifications to provide assistance during emergency incidents such as wildfires.
5%	Other duties as required.
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