



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Infrastructure	Senior Environmental Scientist (Supervisor)	681-310-0765-004
BRANCH (if applicable)	WORKING TITLE	CBID
Environmental Inspections and Investigations Support	Senior Environmental Scientist (Supervisor)	S10
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
	Sacramento, Oakland, Los Angeles	VACANT
IMMEDIATE SUPERVISOR		
Environmental Program Manager		
MISSION STATEMENT		
The mission of the Office of Energy Infrastructure Safety (Energy Safety) is to create a safer, sustainable California with utility infrastructure that is managed to reduce excavation and wildfire risk and is adaptable to an evolving climate.		
POSITION DESCRIPTION		
Under the general direction of the Environmental Program Manager of the Environmental Science Division, the incumbent will supervise and direct staff in the Environmental Inspections and Investigations Support Branch, including organizing all activities, supervising work, making assignment, controlling quality, and adhering to State funding and budgeting processes and constraints to ensure fiscally aligned, timely scheduled, and successfully completed work.		
In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Employees are expected to provide all members of the public equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
30%	Supervise, organize, and plan activities in the Environmental Inspections and Investigations Support Branch, by organizing all activities, supervising work, making assignments, controlling quality, and adhering to State funding and budgeting processes and constraints to ensure fiscally aligned, timely scheduled, and successfully completed work.	
25%	Lead and support staff with technical and policy matters, onboard and train new staff, evaluate staff performance in the field and office and review job safety briefings. Observe staff operations in the field to ensure adherence to worker safety expectations and inspections protocols, and direct corrective actions. Ensure all staff are prepared to safely accomplish the responsibilities of the Branch by overseeing development and maintenance of job aids and guidance documents and procedures relevant to vegetation inspections.	
20%	Direct, monitor, and review inspections of vegetation in proximity to utility infrastructure across the state in territories of regulated utilities for general wildfire safety, recommending resolutions to issues and enforcement actions, as well as wildfire mitigation plan compliance. Review and approve inspection work plans, review inspection reports and associated notices of violations or defects, lead interagency coordination on inspection efforts for the Branch.	
10%	Lead staff responding to public safety concerns and wildfires, which may include conducting field visits to examine evidence. Lead interviews and train staff to lead interviews with utility personnel and the public. Provide subject matter expertise on vegetation-related matters by collaborating with Compliance Assurance Division.	



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10%	Provide recommendations to Division and Directorate management regarding areas of concern for inspections, recommendations for special investigations, recommendations for regulatory and guideline changes, and recommendations for performance oversight to ensure management is briefed on all activity and concerns.
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MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and prepare administrative paperwork to meet operational needs. Participate in professional development trainings, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion.

TYPICAL WORKING CONDITIONS	
	<ul style="list-style-type: none"> • Work Schedule: Monday through Friday, 40 hours per week. • Work Location: Energy Safety operates under a hybrid work model, combining remote and in-person work. Telework may be permitted with management approval. • Office Environment: When working on-site, employees may utilize shared workspaces (hoteling stations). • Field Environment: May be required to work outdoors in a range of weather conditions and in rural neighborhood and remote environments. • Physical Requirements: May involve stooping, bending, squatting, reaching, and walking extended distances during field assignments. • Communication: Regular use of communications related technologies, including personal computer applications, telecommunications systems, internet-based tools, voicemail, and email.

TRAVEL REQUIREMENTS:	
	Travel may be required, including overnight stays. The incumbent may also be required to work non-standard hours, including evenings and weekends, and travel within and outside the State of California by automobile and/or aircraft to attend, but not be limited to, trainings, career/job fairs, conferences, meetings, and other activities necessary to perform job duties.

DRIVING REQUIREMENTS: YES, Possession of valid driver's license is required for this position.	
	Will be performed up to: 10% of the time

TELEWORK DESIGNATION:	
	Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will use shared workspaces for most staff (hoteling stations) when required to work in the office. This position is designated as Hybrid Remote.

CONFLICT OF INTEREST: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
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This position is responsible for making or participating in the making of governmental decisions that may potentially have a material effect on personal financial interests. The appointee is required to complete Form 700 within 30 days of appointment, which identifies pertinent personal financial information.

SPECIAL REQUIREMENTS:	
	N/A

PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office and Field	
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Work in a climate-controlled, high-rise building, open office environment, under artificial lighting; exposure to computer screens and other basic office equipment; work in a professional environment, under deadlines. There will be occasional fluctuations in temperature.

Possession of a valid driver’s license is required to operate a State owned or leased vehicle. Incumbent may be required to travel to work sites and work outdoors in various types of terrain. May be exposed to loud noise, dirt, dust, uneven surfaces, hazardous materials, various temperatures, or extreme weather. Utilize safety equipment and safety protocols effectively.

ESSENTIAL PHYSICAL CHARACTERISTICS

Note: Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such reasonable accommodations.

Activity	Frequency	Distance/Height
Sitting	Frequently (3-6 Hours)	
Standing	Frequently (3-6 Hours)	
Running	Never	
Walking	Frequently (3-6 Hours)	
Crawling	Never	
Kneeling	Occasionally (Up to 3 Hours)	
Climbing	Never	
Squatting	Occasionally (Up to 3 Hours)	
Bending (neck)	Occasionally (Up to 3 Hours)	
Bending (waist)	Occasionally (Up to 3 Hours)	
Twisting (neck)	Occasionally (Up to 3 Hours)	
Twisting (waist)	Occasionally (Up to 3 Hours)	
Reaching (above shoulder)	Frequently (3-6 Hours)	
Reaching (below shoulder)	Frequently (3-6 Hours)	
Pushing & Pulling	Occasionally (Up to 3 Hours)	
Fine Manipulation	Occasionally (Up to 3 Hours)	

Power Grasping	Never	
Simple Grasping	Occasionally (Up to 3 Hours)	
Repetitive use of hand(s)	Frequently (3-6 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Constantly (Over 6 Hours)	
Driving	Constantly (Over 6 Hours)	



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Lifting/Carrying	Choose an item.	
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Occasionally (Up to 3 Hours)	
26 – 50 lbs.	Never	
51 – 75 lbs.	Never	
76 – 100 lbs.	Never	
100 + lbs.	Never	

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 (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 (TYPE)	EMPLOYEE SIGNATURE	DATE