

**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.*

<b>INSTRUCTIONS:</b> 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) 565-071-5402-001
UNIT NAME AND LOCATION Outreach and Training Unit, West Sacramento	CLASS TITLE Analyst III
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the general direction of the Senior Environmental Scientist (Supervisor), serves as the statewide coordinator for Area Contingency Plans, the State Oil Spill Contingency Plan, and the Regional Contingency Plan, serving as a liaison to local, state, and federal agencies, interested parties, and California Native American Tribes. Act as the Preparedness Branch's subject matter expert for document compliance with the Americans with Disabilities Act. During spills, serve as Volunteer Unit Leader and Liaison Officer.	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Area Contingency Plan Coordinator:</b> Serve as OSPR's statewide coordinator for on-going updates of six regional Area Contingency Plans and the Region 9 Regional Contingency Plan (multi-state) in collaboration with federal and state partner agencies. As OSPR's specialist for Area Contingency Plans and Regional Contingency Plan issues, ensure Department goals and priorities are adequately addressed and independently work with federal counterparts to address regional issues that have statewide implications and develop solutions. Collect, analyze, and synthesize oil spill data provided by federal, state, local, tribal, and non-governmental organization representatives to formulate oil spill preparedness standards and best practices and present them for adoption into regional Area Contingency Plans and the Regional Contingency Plan. Represent the Department at various oil spill response planning meetings, presentations, and trainings and host the Statewide Area Committee meeting in coordination with federal partners. Lead OSPR's internal Area Contingency Plan workgroup (which includes Environmental Response Branch staff and GIS specialists) to ensure annual and comprehensive major updates to these plans are completed timely and in alignment with federal partner guidelines. Serve as project manager, in coordination with Information Technology staff, for OSPR's Area Contingency Plan Database improvements to streamline data entry, processing, updates, and exports, consulting with Environmental Response Branch supervisors and staff. Continuously evaluate database project implementation and provide recommendations to improve operational processes. Collaborate with OSPR's statewide Geographic Response Plan coordinator and work closely with the various governmental agencies to develop and update Geographic Response Plans for selected major watersheds throughout California. Prepare materials and deliver presentations for meetings with internal leadership, interested parties, California Native American Tribes and partner agencies; this could include Area Committee, Regional Response Team, and Local Emergency Planning Committee meetings as well as other OSPR outreach events.</p>
20%	<p><b>Americans with Disabilities Act (ADA) Compliance Subject Matter Expert:</b> Serve as the Subject Matter Expert lead on ADA compliance for the Preparedness Branch, ensuring documents produced by the Branch for public distribution meet Section 508 standards; to include Area Contingency Plans, Regional Contingency Plan, State Oil Spill Contingency Plan, and other relevant documents.</p>

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15%	<p>Develop, revise, and maintain instructional materials, job aids, and templates to clarify procedures on ADA compliance for document developers within the Branch.</p> <p><b>State Oil Spill Contingency Plan Coordinator:</b> Update California’s State Oil Spill Contingency Plan to meet statutory obligations on behalf of the OSPR Administrator for distribution to the Governor and Legislature, federal, state, and local agencies, responders, interested parties, and the public. Establish work plans and timelines for the completion of tasks and assignments to ensure timely review and update of the plan in coordination with agencies, California Native American Tribes, interested parties, and OSPR’s executive team, branch chiefs, supervisors, and subject matter expert leads. Evaluate the work submitted by these groups to ensure updates align with Department priorities and are consistent with other relevant emergency response plans to support statewide readiness and coordination for oil spill response. Analyze sensitive and controversial situations accurately, take appropriate action, and communicate sensitive and controversial topics and decisions effectively.</p>
15%	<p><b>Spill Response Roles:</b> Obtain certification through OSPR’s task book training procedures to serve as Volunteer Unit Leader and Liaison Officer during oil spill responses. Participate in ongoing training, exercises, and meetings to maintain qualifications. Coordinate with OSPR’s statewide Volunteer Unit Leader and Liaison Officer to review guidance and statewide planning documents for incorporation into Area Contingency Plans, Geographic Response Plans, State Oil Spill Contingency Plan, and Regional Contingency Plan updates.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks, including tracking of own time worked; present relevant information at professional meetings and conferences; and maintain project files and records.</p> <p><b>Special Personal Characteristics:</b> High degree of dependability, tact, initiative, and independence. Strong organizational skills, excellent customer service, complex problem solving, and adaptability.</p> <p><b>Interpersonal Skills:</b> Work independently or in a team environment. Ability to establish and maintain effective working relationships. Ability to communicate (both orally and in writing) in clear, concise manner with open-mindedness, and flexibility. Work cooperatively with all levels of staff (including Executive), industry, and interested parties.</p> <p><b>WORKING CONDITIONS:</b> CDFW-OSPR is a 24-hour oil and pollution response organization. The incumbent in this position can be required to participate in prevention and response training, drills, and incidents throughout California. A spill may require incumbent to deploy/travel via private or public transportation (i.e., automobile, airplane, etc.) with short notice. Travel may include multiple days of overnight stay, up to seven (7) days dependent upon departmental need. Public contact work will require irregular hours, the wearing of a state uniform, and operation of state vehicles.</p>

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

PRINT SUPERVISOR’S NAME	SUPERVISOR’S SIGNATURE	DATE
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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
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