



DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Senior Environmental Scientist (Specialist)	Working Title: Environmental Compliance Specialist								
Position Number: 006-192-0765-100	CBID: R10								
Work Week Group: 2	Work Hours: Monday – Friday 8:00AM – 5:00PM								
Command/Directorate/Unit: Facilities and Infrastructure, Environmental Programs	Physical Work Location: CHQC 10601 Bear Hollow Drive, Rancho Cordova, CA 95670 Or Camp Roberts- San Miguel, CA 93451 Or JFTB- 11206 Lexington Dr. Los Alamitos, CA 90720 Note: Camp Roberts works location includes regular work at Camp San Luis Obispo approximately 47 miles south								
Supervisor Name: Matthew Victoria	Supervisor Classification/Rank: Senior Environmental Scientist (Supervisor)								
Current Incumbent: Vacant	Effective Date: TBD								
Position Requirements: <table border="0"><tr><td>☐ Conflict of Interest Filer (Form 700)</td><td>☒ Travel to Multiple Locations</td></tr><tr><td>☒ California Driver's License</td><td>☐ Occasional Travel</td></tr><tr><td>☐ Class A ☐ Class B ☒ Class C</td><td>☒ Other (Specify): <u>Common Access Card (CAC)</u></td></tr><tr><td>☐ Class C w/Endorsement: _____</td><td></td></tr></table>		☐ Conflict of Interest Filer (Form 700)	☒ Travel to Multiple Locations	☒ California Driver's License	☐ Occasional Travel	☐ Class A ☐ Class B ☒ Class C	☒ Other (Specify): <u>Common Access Card (CAC)</u>	☐ Class C w/Endorsement: _____	
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As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.									
Position Identification: Under general supervision and guidance of the Senior Environmental Scientist (Supervisor), this position is responsible for managing the Air Quality Management Program while also supporting and learning the requirements of the Solid Waste/Recycling, PFAS, Compliance Cleanup, and Aboveground/Underground Storage Tank (AST/UST) programs.									
Essential Functions:									
35%	Solid Waste Management: - Promote, support, and provide guidance on diversion, reuse, and recycling of solid waste and materials. - Prepare reports and proposals; conduct and complete research; recommend courses of action based on findings. - Review active landfill operations for compliance with permit conditions. - Manage monitoring requirements including landfill gas monitoring for active and closed landfills, yearly budget programming, writing statements of work (SOW) and acting as the contracting Contract Manager. - Verify work completed against SOW and approve contractor's invoices; update internal budget controls to reflect amount spent on accounts. - Assist project manager for compliance clean-up projects with forecast budgeting, contract development and coordinating field work performed by contractors. - Review all laws and regulations related to Compliance programs to determine existing requirements and future program needs.								

	- Develop and implement policy and guidance for field personnel dealing with solid waste/recycle programs. - Work with CMD offices, units, and facility personnel, to ensure compliance with laws and regulations. - Perform site visits to CMD facilities to ensure compliance and prevent regulatory actions against the installation, and to support recycling requirements. *As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
30%	Per- and Polyfluoroalkyl Substances (PFAS): - Participate and contribute to NGB PFAS Project Delivery Team. - Attend meetings; provide guidance, comments, and review of Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) documents. - Coordinate PFAS sampling events and site visits with NGB and CMD facilities. - Review updated PFAS regulations and research to stay up to date on PFAS as regulations, research, and cleanup technology evolve. - Liaison with NGB leadership, Public Affairs Office, and Operational Security staff to provide project surveillance of NGB projects on CMD properties by providing technical oversight and evaluation of site data collected in the field. - Communicate PFAS risks and cleanup options to leadership as sites go through the CERCLA process. *As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
25%	Air Quality Management Program: - Manages and implements the Air Quality Management Program including but not limited to the following tasks: - Identify equipment and activities requiring air emissions permitting. - Prepare and submit air emissions permit applications and reports to the appropriate regulatory agencies in a timely manner. - Identify fees and program these requirements into the Environmental budget annually. - Using a database or other system of record, track all air emission permits within the CMD including locations, permit conditions, fees, and expiration dates. - Monitor and document air permit conditions compliance/non-compliance. - Coordinate with operators to identify new and existing air emission sources and determine permit requirements if any. - Provide environmental awareness briefings as required to communicate air emission requirements to leadership, Soldiers, and civilian personnel. - Consult with the Air Pollution Control Districts (APCDs), California Air Resources Board (CARB), U.S./CA Environmental Protection Agency as needed to ensure CMD compliance with all applicable laws, regulations, and policies. - Coordinate with NGB to ensure CMD conformity with NGB, Army, and DoD policies. *As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
5%	Storage Tanks: Assists in managing underground storage tank monitoring requirements. Communicates with contractors, Designated Underground Storage Tank Operators (DUSTO), and local regulators.

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	- Assists managing the Above Ground Storage Tank (per APSA) program, including oversight and tracking of Spill Prevention Control and Countermeasures Plans (SPCC). Note: Position does not involve handling or transporting HW/HM. - Tracks regulatory requirements and deadlines. Ensures timely and accurate preparation of environmental permits, manifests, and other compliance-related environmental documentation. Maintains accurate and up-to-date records as required by regulation and policy. - Coordinates with and responds to data calls from National Guard Bureau (NGB) and environmental regulators. - Conducts other tasks within Compliance Program as assigned.
Non-Essential/Marginal Functions:	
5%	Other duties as assigned.
Knowledge, Skills, and Abilities:	
Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues. In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.	
Skills: N/A	
Ability to: Apply or modify scientific methods and principles + collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.	
Required Qualifications: - California Driver's License - This position requires a T1 background investigation and issuance and continued possession of a DoD Common Access Card (CAC) to perform essential duties in support of the Army Environmental Program under the provisions of AR 200-1. Position will require unescorted installation access to federal installations throughout the incumbents employment specifically: JFTB, GTC-CR, authenticated access to DoD NIPR systems including [G-9 WEBCASS-E Portal, Cleanup Restoration & Liabilities (CRL), Natural Resources Revenue Tracking (NRRT), Environmental Document Repository (EDR), Environmental Quality Universal Information Portal (EQUIP), Hazardous Material Inventory & Disposal (HMID), Integrated Pesticide Management (IPM), Regulatory Enforcement Action Compliance Tracking (REACT), Environmental Source to	

Track, Analyze & Review Requirements (E-STARR), Evaluation and Assessment of Regulatory and Legislative Impacts (EARLI), Defense Occupational and Environmental Health Readiness System (DOEHRS), California Army National Guard SharePoint (Federal NIPR), Guard Knowledge Online (GKO), Joint Knowledge Online (JKO), General Fund Enterprise Business System (GFEBS)], and digitally sign/encrypt official correspondence.

Desirable Qualifications:

- Qualified Industrial Storm Water Practitioner (QISP) certification, or ability to obtain QISP certification.
- Broad-based environmental experience.
- Excellent writing and verbal communication skills.
- Previous experience in a military environment; understanding of the military mission and resources required to accomplish it.
- Knowledge of:
 - Landfill testing, monitoring, and landfill operations for compliance with permit conditions.
 - Monitoring requirements including groundwater, landfill gas monitoring and wet weather preparedness for active and closed landfills.
 - Qualified Recycling Programs, SB 1383 Organics Recycling Programs and Solid Waste Annual Reporting (SWARweb) database.
 - Budget programming, writing scopes of work and acting as Contract Manager.
 - Per- and Polyfluoroalkyl Substances (PFAS) issues.
 - Air emissions permitting.
 - Underground Storage Tanks (UST) program, Above Ground Storage Tank (APSA) program, and Spill Prevention Control and Countermeasures Plans (SPCC).

Work Environment:

- Office/desk environment with occasional field work
- Occasional site visits to active military training facilities
- Occasional travel to in-state and out-of-state training events.
- Telework may be authorized in accordance with State of California and Military Department policies.

Physical/Mental Abilities:

- Ability to sit or stand for long periods of time.
- Require reaching, turning, kneeling, lifting, walking.
- Understand and follow safety procedures.
- Read, understand, and follow policy and procedures.
- Provide effective verbal and written direction.
- The ability to apply critical thinking
- Apply common sense.

Equipment Used:

- Telephone, computer, scanner, photocopier, camera, GPS unit, cell phone.
- Car, 4-wheel drive truck/SUV, ATV, or van

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Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	Signature	Date
Supervisor Statement: I have discussed the duties outlined in the duty statement and provided a copy to the employee.		
Supervisor Name (Print)	Signature	Date
State Personnel Office Use Only		
State Personnel Certification: Approval		
C&P Analyst Name (Print)	Signature	Date