



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Infrastructure Directorate/ Environmental Science Division	Senior Environmental Scientist (Specialist)	681-310-0765-005
BRANCH (if applicable)	WORKING TITLE	CBID
Environmental Policy Support Branch	Senior Environmental Scientist (Specialist)	R10
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
N/A	Sacramento, Oakland, or Lakewood	VACANT
IMMEDIATE SUPERVISOR		
Senior Environmental Scientist (Supervisor)		
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 Senior Environmental Scientist (Supervisor) in the Environmental Policy Support Branch of the Environmental Science Division, the incumbent will review and evaluate the vegetation management-related aspects of electric utility Wildfire Mitigation Plans lead the development of utility vegetation management best practices for wildfire safety and lead the development of related Guidelines. The incumbent will also develop and maintain relationships with Federal, State, and local agency partners and will serve as an environmental science subject matter expert supporting other Energy Safety Divisions.		
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	
40%	Review and evaluate electrical corporation Wildfire Mitigation Plans (WMPs) by performing complex analysis of data, tools, technology, processes, and procedures related to utility vegetation management and environmental science. This includes: leading engagement with internal and external experts (e.g., Electric Safety Policy Division, CAL FIRE); assessing the electrical corporations' WMP submissions for completeness, technical feasibility, effectiveness, and forward-looking growth; contributing to internal policy development; reviewing findings submitted by and providing feedback to team members, including mentoring on technical approach and writing quality; leading the writing of WMP decision sections and ensuring quality and consistency across team deliverables; incorporating comments from internal reviews; preparing data requests and analyzing responses from electrical corporations; reviewing stakeholder comments; summarizing/presenting issues to management; advising management on proposed solutions to issues; and leading portions of public workshops.	
20%	Lead the development of Utility Vegetation Management Best Practices for Wildfire Safety. This includes undertaking complex research, meeting internally and externally with experts including representatives from the electrical corporations and government agencies, summarizing findings, leading workshops/working groups, developing recommendations and briefing managers. Guide and support other team members contributing to the effort by reviewing their research and draft work products, providing timely feedback, and mentoring them on technical approach and writing quality.	



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20%	Lead the development of WMP Guidelines in relation to vegetation management and environmental science aspects of the WMP. This includes leading engagement with internal and external experts (e.g. Performance Assessment Division, CAL FIRE) to ensure that any new Guidelines are accurate, clear, and concise; analyzing state and federal legislation/regulation that may impact vegetation management/environmental science aspects of the Guidelines, reviewing and incorporating stakeholder comments and leading portions of public workshops. Guide and support other team members contributing to the effort by reviewing their research and draft work products, providing timely feedback, and mentoring them on technical approach and writing quality.	
15%	Coordinate regularly with external Agencies (e.g., CAL FIRE), attend relevant cross Agency meetings (e.g., Wildfire & Forest Resilience Task Force) and conduct site visits to ensure that Energy Safety is staying abreast of critical vegetation management-related challenges faced by electrical corporations and/or new approaches to vegetation management that are being adopted by electrical corporations. Report back to management and include, where appropriate, recommendations for next steps.	
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		
Work Schedule: Monday through Friday, 40 hours per week. The employee may be required to work nonstandard hours, including evenings and weekends.		
TRAVEL REQUIREMENTS:		
The employee may also be required to travel within and outside California to attend trainings, conferences, meetings, and other activities necessary to perform job-related functions.		
DRIVING REQUIREMENTS: No		
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 telework eligible – office centered.		
CONFLICT OF INTEREST: ☒ YES ☐ NO		
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		
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. The employee will work in a cubicle and will periodically attend meetings and/or training outside of his/her assigned office.		
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



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Sitting	Constantly (Over 6 Hours)	
Standing	Occasionally (Up to 3 Hours)	
Running	Never	
Walking	Occasionally (Up to 3 Hours)	
Crawling	Never	
Kneeling	Never	
Climbing	Never	
Squatting	Never	
Bending (neck)	Constantly (Over 6 Hours)	
Bending (waist)	Occasionally (Up to 3 Hours)	
Twisting (neck)	Constantly (Over 6 Hours)	
Twisting (waist)	Occasionally (Up to 3 Hours)	
Reaching (above shoulder)	Occasionally (Up to 3 Hours)	
Reaching (below shoulder)	Occasionally (Up to 3 Hours)	
Pushing & Pulling	Never	
Fine Manipulation	Constantly (Over 6 Hours)	
Power Grasping	Never	
Simple Grasping	Constantly (Over 6 Hours)	
Repetitive use of hand(s)	Constantly (Over 6 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Occasionally (Up to 3 Hours)	
Driving	Occasionally (Up to 3 Hours)	
Lifting/Carrying	Occasionally (Up to 3 Hours)	
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Never	
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.



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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