

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.

INSTRUCTIONS: 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	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-5157-018
UNIT NAME AND LOCATION Environmental Response Branch, West Sacramento	CLASS TITLE Analyst I
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-5157-018

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:

Under the supervision of Spill Desk Supervisor I, the incumbent performs analytical and operational duties in support of the Office of Spill Prevention and Response (OSPR). The position is responsible for receiving, evaluating, and relaying hazardous material spill information from the Governor's Office of Emergency Services (Cal OES) to statewide OSPR Field Response Teams (FRTs) and management. The incumbent audits, gathers, tabulates, compiles, reconciles, interprets, and analyzes data and materials related to spill notifications, staff availability, and operational workflows to ensure the accuracy and consistency of information supporting OSPR response activities. Major functions include managing confidential non-emergency communications, maintaining operational calendars, updating staff availability rosters, and supporting the analytical and communication needs of the OSPR Spill Desk.

PERCENTAGE OF TIME PERFORMING DUTIES	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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Receive, evaluate, and analyze incoming calls and messages regarding hazardous material spill reports from Cal OES. Audit and verify the completeness and accuracy of information prior to distributing spill notifications to statewide OSPR Field Response Teams. Compile, reconcile, and interpret pollution incident data to prepare reports and related materials for FRT staff. Monitor Cal OES spill activity to identify potential pollution incidents and apply analytical judgment to determine appropriate notifications. Coordinate with State Parks dispatch and Spill Desk staff to ensure consistency and accuracy in call-intake procedures, data tracking, notification workflows, and response protocols.
25%	Assist the OSPR Spill Desk Analyst II with the development, implementation, and maintenance of the OSPR Incident Tracking Database (ITDB). Compile, reconcile, and analyze information—including statistics, maps, charts, graphs, tables, and exhibits—for program briefings, presentations, and operational reports. Coordinate with Spill Desk staff on Incident Tracking Database Quality Assurance/Quality Control (QA/QC), including data compilation, verification, and report accuracy.
15%	Access and utilize the California Law Enforcement Telecommunications System (CLETS) on behalf of California Department of Fish and Wildlife Officers assigned to OSPR. Perform analytical tasks related to CLETS inquiries, including gathering and verifying law-enforcement information relevant to spill incidents; reconciling CLETS data with incident records; interpreting returned information to support enforcement-related decision-making; and compiling data for inclusion in spill documentation, case files, or cost-recovery processes. Ensure all CLETS activity complies with confidentiality, security, and usage policies, and maintain accurate logs of queries conducted for

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10%	reporting, audit, and compliance purposes within the Office of Spill Prevention and Response. Assist Cost Recovery with initial Spill Coding requests and distribution. Support response personnel by providing communications at Incident Command Posts (ICPs), Large scale Spill Incidents and Spill Drills. Assist with spill-response activities by supporting the Environmental Unit through analytical tasks associated with Environmental Unit Support Specialist (EUSS) functions. These tasks include gathering and compiling environmental field data; tabulating and reconciling information from responders and technical specialists; analyzing environmental conditions and trends to support incident action planning; organizing, verifying, and maintaining Environmental Unit documentation; and preparing summaries or data inputs used in environmental reports and planning documents. Contribute to completion of the EUSS Task Book by performing analytical and documentation-based responsibilities.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform general administrative duties, including tracking and reporting of own time worked. Participate in career development, training programs, workshops and seminars. Support the achievement of OSPR'S mission, goals, and operational objectives through ongoing professional development and organizational participation. Special Personal Characteristic: Consistently reports to work on time with minimal absences. Works independently and exercises sound judgment. Effectively manages multiple priorities, performs well under pressure and tight deadlines, and makes appropriate decisions and recommendations. Communicate information clearly and concisely. Proficiency with Microsoft Office applications, including Word, Excel, PowerPoint, and Access, with the ability to create, edit, organize, and analyze documents, spreadsheets, presentations, and database materials as needed for analytical and operational tasks. Interpersonal Skills: Ability to work independently in a team setting, communicate effectively, provide excellent customer service, establish and maintain effective working relationships. <u>WORKING CONDITIONS:</u> This position is in an office environment and involves sitting most of the time, and the use of a computer and standard office equipment. This position will be part of the extended hours at the OSPR Spill Desk. Monday through Friday 7:00am-4:00pm or Monday through Friday 10:00am – 7:00pm. This position may be required to work either Saturday or Sunday in the future as part of their regular work schedule. OSPR is a 24-hour oil and pollution spill response organization. The incumbent in this position may be required to participate in spill prevention and response training, drills, and incidents throughout California, and must be available to deploy or travel with short notice for extended periods of time, up to seven (7) days or more, via private or public transportation. Incumbents in designated response roles are expected to keep their state-issued cellphone on and accessible and to respond to response-related communications as practicable. Public engagement events or field work may require irregular hours, the wearing of a DFW-issued uniform, and operation of state vehicles with a valid California driver's license.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	

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PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Vanessa Pino, Supervisor I		
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