



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central	Environmental Scientist (PI) (Range C)	549-730-0762-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Central Valley District	Environmental Scientist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Natural Resources	Caswell Memorial State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Environmental Scientist (Supervisory)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the direction of the Central Valley District Senior Environmental Scientist (Sup.), the Environmental Scientist (ES) works district-wide and is responsible for implementing, maintaining, and monitoring natural resource restoration and management activities and projects designed to restore and adaptively manage ecosystem functions and mitigate impacts of cannabis cultivation. The ES works closely with district staff and the interdisciplinary Cannabis Watershed Protection Program (CWPP) staff to assist with the management and implementation of natural resource management and restoration projects.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
35%	NATURAL RESOURCE MANAGEMENT AND RESTORATION Assists in the development, implementation, oversight, monitoring, and reporting for activities and projects that restore watershed and ecosystem functions and support stewardship and maintenance of natural resources in the district. Work areas include but are not limited to field work and office work focused on habitat restoration/enhancement, vegetation management, wildlife management, invasive species control, inventorying and monitoring, and remediation of cannabis grow sites within District units. supports the effort to protect natural resources of the district. Performs natural resource monitoring for native and special status species protection. As assigned, participates in multi-disciplinary project teams for projects that could affect natural resources. Participates in the response to wildfires and other incidents that threaten resources in parks, as assigned.	
25%	COORDINATION AND DATA MANAGEMENT Coordinates with district program staff, including Cultural, Interpretation, Facilities and Law Enforcement and Emergency Services, as well as the Natural Resources Division throughout project scoping and implementation of natural resource management, restoration and remediation actions. Participate in program team meetings. Coordinates and collaborates with project partners and regulatory agency staff. Compiles, manages, edits, and presents data in various formats, databases, and applications, including relational databases and geographic information systems (GIS). Maps plants, wildlife and other natural resource data in the field using handheld GPS enabled devices and updates and maintains GIS data consistent with Department	

	standards and protocols. Ensures accurate and timely data is collected and maintained in databases and processed into meaningful and actionable information.
20%	CREW OVERSIGHT Assists with field crew and contractor oversight for natural resource management and restoration work. Implements and oversees project field activities with field crews and contractors for active site restoration and remediation of cannabis grow sites. May assist with oversight for volunteers, Environmental Services Interns, Forestry Aides and/or Senior Park Aides helping with restoration work. Assists in effective and efficient training and scheduling of contractors.
10%	REGULATORY COMPLIANCE AND ADMINISTRATION Assists with a variety of state contracting methods to secure skilled and professional contractors to assist in completion of programs and activities. Prepares or assists in the preparation of project scopes, bid specifications, review and selection of qualified bidders. Prepares and reads correspondence and reports. Works collaboratively to obtain environmental permits and clearances for natural resource management and restoration work. Conducts and attends meetings. As assigned, assists in document preparation and review for park management plans. As assigned, is responsible for purchasing and tracking of equipment and materials needed for natural resource management and restoration work and for ensuring appropriate maintenance and safety instruction is conducted for use of equipment and tools.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	May assist in the recruitment and hiring of seasonal, volunteer and intern staff and support with the oversight, development and execution of resource work conducted with contracted labor.
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Both office working conditions and fieldwork, some overnight travel is required. Field work may involve working in inclement weather in remote locations. Work in hazardous situations (e.g., around fire, chemicals, etc.). Work environment may have exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, and/or loud noises. Typical working hours are 0800 to 1630 on full days, but schedules may vary depending on operational needs. This position requires fieldwork, overnight travel, and work nights and weekends depending on program/project needs.	
TELEWORK DESIGNATION	
This position is designated as: (Check one)	
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible	
SPECIAL REQUIREMENTS:	
Possession of a valid class C driver's license is required. Must be 18 years of age or older. Must wear prescribed uniform and adhere to DPR grooming standards. This position requires confidentiality due to project sensitivity. Incumbent agrees not to disclose private project information to non-departmental employees. Incumbents will be required to participate in a bi-annual medical surveillance program that monitors employees for potential exposure to insecticides. May be required to perform arduous field work in rugged, steep terrain.	

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 (PRINT OR 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 (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE