



Duty Statement

DIRECTORATE/DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Electrical Infrastructure	Environmental Scientist	681-310-0762-012
BRANCH (if applicable)	WORKING TITLE	CBID
Environmental Inspections and Investigations Support	Environmental Scientist- Inspector	R10
SECTION/UNIT (if applicable)	REPORTING LOCATION	INCUMBENT
	Los Angeles	VACANT
IMMEDIATE SUPERVISOR		
Senior Environmental Scientist (Supervisory)		
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 general direction of the Senior Environmental Scientist Supervisor of the Inspections & Investigations Branch the incumbent will develop inspection plans to assess electrical corporation performance with approved Wildfire Mitigation Plans (WMPs), conduct inspections of vegetation near electrical infrastructure, write and review inspection reports, and other regulatory requirements of the Department associated with forestry, wildfire science, and the environment. Incumbent will also conduct investigations into concerns raised by external parties regarding potential WMP findings, conduct critical and/or sensitive scientific investigations and studies and prepare guidance, policy, planning, or regulatory documents on issues of importance to the department as assigned. Incumbent will identify issues found in the field and elevate to the Supervisor with proposed recommendations. The incumbent will develop and maintain positive relationships with internal and external agency partners. The incumbent will be a subject matter expert on vegetation management inspection programs to assess electrical utility performance with approved WMPs and other regulatory requirements of the Department associated with forestry, wildfire science, climate change and the environment.		
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	
45%	Perform environmental field inspections of vegetation around electrical infrastructure by monitoring all facets of utility execution of vegetation management programs and adherence to wildfire safety rules and regulations with the goal of reducing overall wildfire risk. Investigate environmental concerns raised by external parties.	



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25%	Prepare inspection reports and regulatory and compliance documents such as notices of non-performances (NONs) and wildfire safety concerns (WSCs) based on field inspection findings. Prepare and submit data requests if needed to support field inspections and refine field observations. Work with legal, Senior Environmental Scientist (Specialist) and Supervisor to finalize and publish findings. Track status of corrective actions, follow up with utilities as needed and complete close out of findings documentation. Prepare and present inspection and investigation findings to various audiences in formal and informal settings.
15%	Provide subject matter expertise on vegetation-related matters by collaborating with other branches within the division and supporting division workstreams. This includes providing recommendations for audits, special investigations, enforcement action, and changes in regulations or guidelines, as well as drafting and reviewing documents. Act as a subject matter expert to other Energy Safety divisions including the Data Analytics Division and Performance Assessment Division.
10%	Analyze quarterly spatial data submitted by the utility and other data inputs, develop quarterly inspection work plans, and create job briefing documents for inspections.
5%	Develop and update inspection tools, processes, and methods. This includes reviewing and updating vegetation inspection job aids and guides to ensure their relevancy and meet the inspection demands of the Branch.

TYPICAL WORKING CONDITIONS

- **Work Schedule:** Monday through Friday, 40 hours per week.
- **Work Location:** Energy Safety currently operates with four (4) days in office requirement. Telework may be permitted with management approval. Field days are considered in office days.
- **Office Environment:** When working on-site, employees will have a dedicated workspace but may utilize shared workspaces (hoteling stations).
- **Field Environment:** Will be required to work outdoors in a range of weather conditions and in rural neighborhood and remote environments.
- **Physical Requirements:** May involve stooping, bending, squatting, reaching, and walking extended distances during field assignments.
- **Communication:** Regular use of communications related technologies, including personal computer applications, telecommunications systems, internet-based tools, voicemail, and email.

TRAVEL REQUIREMENTS:

Travel is required, including overnight stays. The incumbent may also be required to work non-standard hours, including evenings and weekends, and travel within and outside the State of California by automobile and/or aircraft to attend, but not be limited to, trainings, career/job fairs, conferences, meetings, and other activities necessary to perform job duties.

DRIVING REQUIREMENTS: YES, Possession of valid driver's license is required for this position.

Driving will be performed, up to 65% of the time.

TELEWORK DESIGNATION:

Energy Safety utilizes a Hybrid Remote/In-person approach enabling staff to telework, when approved by management. Energy Safety will provide a designated workspaces when required to work in the office. This position is designated as in-office. Field days are considered in-office days.

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.



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SPECIAL REQUIREMENTS:

N/A

PHYSICAL AND ENVIRONMENTAL DESIGNATION: Office and Field

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.

Incumbent will be required to travel to work sites and work outdoors in various types of terrain. While in the field, incumbent may be exposed to dirt, dust, uneven surfaces, hazardous materials, various temperatures, or extreme weather. Incumbent expected to utilize safety equipment and safety protocols effectively.

Possession of a valid driver's license is required.

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
Sitting	Frequently (3-6 Hours)	
Standing	Frequently (3-6 Hours)	
Running	Never	
Walking	Frequently (3-6 Hours)	
Crawling	Never	
Kneeling	Occasionally (Up to 3 Hours)	
Climbing	Never	
Squatting	Occasionally (Up to 3 Hours)	
Bending (neck)	Occasionally (Up to 3 Hours)	
Bending (waist)	Occasionally (Up to 3 Hours)	
Twisting (neck)	Occasionally (Up to 3 Hours)	
Twisting (waist)	Occasionally (Up to 3 Hours)	
Reaching (above shoulder)	Frequently (3-6 Hours)	
Reaching (below shoulder)	Frequently (3-6 Hours)	
Pushing & Pulling	Occasionally (Up to 3 Hours)	
Fine Manipulation	Occasionally (Up to 3 Hours)	

Power Grasping	Never	
Simple Grasping	Occasionally (Up to 3 Hours)	



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Repetitive use of hand(s)	Frequently (3-6 Hours)	
Keyboard Use	Constantly (Over 6 Hours)	
Mouse Use	Constantly (Over 6 Hours)	
Walking on uneven ground	Constantly (Over 6 Hours)	
Driving	Constantly (Over 6 Hours)	
Lifting/Carrying		
0 – 10 lbs.	Occasionally (Up to 3 Hours)	
11 – 25 lbs.	Occasionally (Up to 3 Hours)	
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.

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