



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Environmental Scientist	549-250-0762-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Environmental Scientist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hollister Hills Sector	Hollister Hills State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Environmental Scientist (Supervisor)
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 supervision of the Natural Resources Manager, the Environmental Scientist works as part of a multidisciplinary team within the Diablo Range District, primarily supporting Hollister Hills State Vehicular Recreation Area and its mission. The incumbent analyzes natural resource management issues, evaluates alternatives, develops recommended courses of action, conducts scientific studies of average difficulty, and assists with the implementation of natural resource and sustainable trail projects. The position is part of a larger sector team responsible for managing thousands of acres of State Park lands within the Gabilan and Diablo mountain ranges. Program responsibilities include native plant restoration, wildlife and habitat protection, soil and water quality protection, invasive plant and animal management, prescribed fire and fuels management, and the development and maintenance of sustainable recreational opportunities. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and for helping ensure program tracking, accountability, and compliance (TAC) goals are met.		
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	
30%	Program and Project Implementation Provides technical environmental analysis of projects related to the District's Wildlife and Vegetation Resource Management Program following departmental policies, directives, and federal and state laws; this includes report writing for projects and assisting with monitoring project expenditures for purchasing compliance. Assists project managers with projects related to wildfire plans, feral animal control, ecosystem restoration, resource protection, hazard tree programs, restoration, re-vegetation, etc. May perform erosion control, habitat monitoring, GIS/GPS mapping, exotic plant eradication, trail design, etc. Documents resource-monitoring projects including the trail hazard rating system, route inventory system, and habitat monitoring systems. Assists with planning resource inventories and developing monitoring programs to assess environmental conditions within the SVRAs.	

30%	Biological Monitoring Participates in environmental monitoring for the occurrence and distribution of terrestrial and aquatic wildlife populations (including, but not limited to, plants, birds, mammals, reptiles, and amphibians) within the District and may provide monitoring assistance to other Districts. Participate in habitat-improving studies.
20%	Environmental Review Works with District Environmental Coordinator to assist with the acquisition of all necessary environmental permits for Park projects and Park operations. Works with environmental regulatory agencies to ensure compliance with environmental law, best practices, and permits. Represents the Department in meetings, consultations, or hearings with other agencies, organizations, community groups, and general public meetings concerning natural resource planning or other Park issues.
15%	Administration Prepares all necessary science project-related administrative tasks, including preparing budgets, purchasing, contracting, and tracking expenses in order to facilitate timely and fiscally responsible completion of natural resource projects. Prepares clear and precise written communication including but not limited to technical reports, summaries, correspondence, and media announcements.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
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	
Work environment may have moderate exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve exposure to aggressive visitors. Frequent work outside of the office. Work in a range of climatic environments from hot, dry deserts, coastal beaches, cool forests, and mountainous areas. May be exposed to extreme weather and traffic conditions. Operate and navigate 4x4 vehicles, ATVs, ROVs, or motorcycles in remote park locations. Walking or hiking into remote areas of parks with a wide range of terrain	
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.	

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



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Central Field	Environmental Scientist	549-250-0762-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Diablo Range District	Environmental Scientist	R10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Hollister Hills Sector	Hollister Hills State Vehicular Recreation Area	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Environmental Scientist (Supervisor)
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 Natural Resources Manager, the Environmental Scientist works as part of a multidisciplinary team within the Diablo Range District, primarily supporting Hollister Hills State Vehicular Recreation Area and its mission. The incumbent independently identifies natural resource management issues, evaluates alternatives, develops recommended courses of action, conducts complex and sensitive scientific studies, and plans and implements natural resource and sustainable trail projects. The position is part of a larger sector team responsible for managing thousands of acres of State Park lands within the Gabilan and Diablo mountain ranges. Program responsibilities include native plant restoration, wildlife and habitat protection, soil and water quality protection, invasive plant and animal management, prescribed fire and fuels management, and the development and maintenance of sustainable recreational opportunities. Employees who work to support State Vehicle Recreation Areas (SVRA) utilize the OHV Trust Fund and are responsible for appropriate use of the fund and for helping ensure program tracking, accountability, and compliance (TAC) goals are met.		
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	
30%	Program and Project Implementation Provides technical environmental analysis of projects related to the District's Wildlife and Vegetation Resource Management Program following departmental policies, directives, and federal and state laws; this includes report writing for projects and monitoring project expenditures for purchasing compliance. Assists project managers with designing resource management programs such as wildfire plans, feral animal control, ecosystem restoration, resource protection, hazard tree program, restoration, re-vegetation projects, etc. May perform erosion control, habitat monitoring, GIS/GPS mapping, exotic plant eradication, trail design, etc. Designs, implements, and documents resource-monitoring projects including the trail hazard rating system, route inventory system, and habitat monitoring systems. Assists with planning	

	resource inventories and developing monitoring programs to assess environmental conditions within the SVRAs.
30%	Biological Monitoring Performs environmental monitoring for the occurrence and distribution of terrestrial and aquatic wildlife populations (including, but not limited to, plants, birds, mammals, reptiles, and amphibians) within the District and may provide monitoring assistance to other Districts. Participate in and act as a lead on habitat-improving studies.
20%	Environmental Review Works with District Environmental Coordinator to handle the acquisition of all necessary environmental permits for Park projects and Park operations. Works with environmental regulatory agencies to ensure compliance with environmental law, best practices, and permits. Represents the Department in meetings, consultations, or hearings with other agencies, organizations, community groups, and general public meetings concerning natural resource planning or other park issues.
15%	Administration Assists in the preparation of all necessary science project-related administrative tasks, including preparing budgets, purchasing, contracting, and tracking expenses in order to facilitate timely and fiscally responsible completion of natural resource projects. Assists in preparing clear and precise written communication including but not limited to technical reports, summaries, correspondence, and media announcements.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
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	
Work environment may have moderate exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises. May involve exposure to aggressive visitors. Frequent work outside of the office. Work in a range of climatic environments from hot, dry deserts, coastal beaches, cool forests, and mountainous areas. May be exposed to extreme weather and traffic conditions. Operate and navigate 4x4 vehicles, ATVs, ROVs, or motorcycles in remote park locations. Walking or hiking into remote areas of parks with a wide range of terrain	
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.	

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