

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Environmental Science Program Lead	
		Division and/or Subdivision Fire and Resource Assessment Program (FRAP)	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters HQ -Sacramento	
		Class Title of Position Environmental Program Manager I (Supervisor)	
		Position Number 541-780-0756-001	
		Effective Date 12/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under general direction of the Environmental Program Manager II, the incumbent serves as the lead scientist and Staff Chief for the Fire and Resource Assessment Program FRAP program. The incumbent provides direction on research/monitoring through first line supervisors and makes recommendations on program administration to the Environmental Program Manager II. Duties include but are not limited to: *Serving as a lead scientist for the FRAP program, provide supervision and direction to professional environmental staff; including direct oversight of Senior Environmental Science Supervisors, overseeing complex research projects involving vegetation mapping and monitoring, wildfire hazard and risk assessment, programs that monitor forest health, monitoring data from prescribed fire and other types of fuel reduction. *Provide guidance to environmental science staff on experimental design, monitoring protocols, and data acquisition; approve research priorities, research methods, approve work plans and allocate resources needed to complete projects, approve final project reports. *Provide supervision and guidance to supervisory and rank and file staff that report to the position. *Advises supervisors on work priorities, training needs, participate in staff development, and assign staff work including special projects. *Participate in hiring and recruitment of Environmental Science Staff and related technical staff positions. *Prepare performance evaluations and administer progressive discipline and corrective action as necessary.		
20%	*Acting as a part of the senior management team to provide oversight on research and analysis needed to update the Forest and Range Assessment report. *Ensure Assessment products are completed on time and meet acceptable standards. *Support outreach to partner agencies and external partners on a range of natural resources issues. *Apply current scientific approaches being used by University partners and other agency researchers to evaluate environmental conditions on forest and range lands. *Support the Chief of FRAP on applicable policy development with statewide impact. *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment: See page 2.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only ☐ Posted to Directory		Initials and date _____	

Percentage of Time Required Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

20% *Serve as a subject expert on a broad range of environmental issues involving: forest ecology, forest management, vegetation/fuels mapping and monitoring, modeling and spatial data analysis, water resources and wildfire hazard and risk assessments and other natural resource management issues. *Represent CAL FIRE on interagency committees with State and Federal partners. *Attend meetings and serve on committees where appropriate. *Represent CAL FIRE at scientific conferences and meetings.

15% *Programmatic planning of research and monitoring programs conducted by FRAP environmental science staff and external research partners involving the development research plans, approving programs of work, milestones and other metrics to evaluate progress on research projects. *Collaborate with University research partners to assist FRAP in meeting research and monitoring needs to evaluate forest health and wildfire resilience. *Make recommendations on budget expenditures and funding priorities, and staffing needs. *Oversee budget expenditures, contract management for research, monitoring, data acquisition and technical services, reviewing deliverables from contracts.

10% *Provide support and coordination of special projects from CAL FIRE executive staff requiring involving interpretation of scientific data and concepts relate to wildfire issues, forest ecology, forest management, and other natural resource issues. *Assist with developing response on a range of scientific and data related issues and identify FRAP science staff that can act as subject matter experts.

5% *Other job related duties as assigned, in accordance with the class specification.

Desired Knowledge and Abilities:

- Past research experience in complex natural resource science and management domains as reflected in reports, presentations, scientific papers and other materials (e.g., digital code and supporting documentation or reports/user guides for explanatory and/or predictive models relevant to natural resource status and dynamics, inclusive of management policy implications.
- Knowledge and experience with managing scientific grants and contracts is desirable for the position.

*These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation.

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Job qualifications and/or conditions of employment: **The position may require travel up to 10% of the time. This travel may be local or statewide and may result in overnight stays.**

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

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Initials and Date