

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Senior Environmental Planner	
		Division and/or Subdivision Technical Services Section	
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 Sacramento	
		Class Title of Position Senior Environmental Planner	
		Position Number 541-025-4713-001	
		Effective Date October 1, 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%	Position Summary Under the general direction of the Supervising Civil Engineer, Capital Planning and Consultants Management Section, acts as an in-house resource on matters relating to environmental compliance in support of the Department's Capital Outlay Program, statewide infrastructure planning efforts, and assigned facility projects through the preparation and review of environmental documents, providing technical assistance and advice, conducting training, and maintaining a high level of environmental compliance expertise. Essential functions This position requires that the incumbent work cooperatively with others, maintain regular, predictable, consistent attendance, exercise good judgment, and travel to meetings and project sites throughout the state. The specific essential duties include, but are not limited to, the following: Consultant Contract Development and Technical Oversight *Develops scopes of work for use in environmental services contracts according to State and CAL FIRE standards, policies, and procedures. *Provides strong functional guidance to consultants by maintaining well-organized records and files for all contractor deliverables, related correspondence and ensures adherence to contract scope. *Coordinates consultant work via Department of General Services (DGS) and/or internal retainers. *Reviews DGS consultant-prepared California Environmental Quality Act (CEQA) documents and oversees the CAL FIRE internal stakeholder and management review process. *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:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		☐ Posted to Directory	
		Initials and date	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2		Working Title of Position Senior Environmental Planner	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
20%	CEQA/NEPA Documentation and Environmental Compliance *Independently prepare, or manage the preparation of, environmental documents and oversees environmental permitting in compliance with the California Environmental Quality Act, National Environmental Policy Act, and other environmental laws in support of the Department's Capital Improvement Program. *Monitors projects during design and construction to ensure compliance with, and effectiveness of, mitigation measures.		
15%	Technical Support to Capital Planning and Facility Programs *Works with Technical Services engineers, project managers, and Capital Planning staff to address CEQA-related issues throughout project development. *Assists and advises the Supervising Civil Engineer and Technical Services management on CEQA-related considerations pertaining to project initiation, scoping, and regulatory requirements. *Ensure projects are appropriately positioned for inclusion in CAL FIRE's Five-Year Infrastructure Plan and Capital Outlay Program.		
10%	Stakeholder Engagement and Departmental Representation *Represents the Department on environmental issues at public and private meetings and through frequent interaction with a wide range of stakeholders, including: Department Headquarters, Region, Unit, and Program personnel; local residents and neighbors; environmental groups and organizations; elected officials (city, county, and state); local, state, and federal agency representatives, regulatory agencies; and consultants. *Travel independently, or with others, by vehicle or air, to meetings and project sites throughout the state, including remote locations such as mountain tops, deserts, and wildlands.		
10%	Interagency Coordination *Coordinates the review of, and comments on, environmental documents prepared by other agencies and/or consultants through contacts with CAL FIRE HQ, CAL FIRE Regional and/or Unit Environmental Coordinators.		
10%	Training and Professional Development *Assists in the development and delivery of environmental compliance training for CAL FIRE management, field, and program staff. *Maintains and enhances professional skills through training and attendance at conferences.		
5%	*Other job-related duties, as required.		
*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: This position may require travel up to 25% of the time to CAL FIRE owned and leased facilities, project sites, and meetings throughout the state, which may include overnight stays. A class C license is required.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only		☐ Posted to Directory Initials and Date _____	