

☐ CURRENT ☒ PROPOSED

POSITION INFORMATION	
NAME	MCR 1
CLASSIFICATION Senior Environmental Scientist (Supervisory)	POSITION NUMBER 538-201-0764-002
WORKING TITLE CEQA Senior Environmental Scientist Supervisor	DIVISION/UNIT California Geologic Energy Management Division/ CEQA Program
EFFECTIVE DATE	LOCATION Sacramento or Bakersfield
BARGAINING UNIT S10	CONFLICT OF INTEREST DESIGNATION 1

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☒ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:
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. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department’s mission and vision.

GENERAL STATEMENT:
Independently, the Senior Environmental Scientist (Supervisor) will function as a California Environmental Quality Act (CEQA) unit supervisor in the CalGEM CEQA Program, located at the Headquarters Office in Sacramento. The incumbent will report to an Environmental Program Manager I in the CEQA Program; perform, direct and manage the work of technical and professional staff in the CEQA Program, as well as conduct CEQA related work. Works independently and as a team in the CEQA Program, and with the Senior Team to address CEQA program goals and workload. The incumbent will also plan, develop, and implement innovative solutions to ensure compliance with CEQA, in support of achieving CalGEM’s mission associated with the development of hydrocarbon and geothermal resources in a manner that meets the energy needs of the State. Duties include, but are not limited to

ESSENTIAL FUNCTIONS	
PERCENT	DESCRIPTION

POSITION DUTY STATEMENT

35%	Staff Management Provide staff with regular updates and directives passed down by management, and set staff priorities. Plan, organize, assign, direct, track, set deadlines, follow up, ensure compliance with deadlines and provide review of the work performed. Plan, develop, implement, and ensure environmental protection activities are completed within specified timeframes and meet quality standards for performance. Supervise the review, analysis, research, edit, coordination, and preparation of environmental documents pursuant to CalGEM's authorities and responsibilities under CEQA. Oversee the preparation, implementation, and updates to standard operating procedures, quality assurance and quality control, notices, and other documentation to determine the effects on the environment as the result of proposed activities. Oversee environmental analysis of proposed oil, gas and geothermal projects; conduct research and assessments of complicated projects and environmental data, records and documentation; ensure project information is organized, tracked, and maintained on CalGEM spreadsheets and databases; coordinate and prepare comment letters on environmental documents from other public agencies.
30%	Environmental Review Coordinate and consult with CalGEM CEQA Program Units, Districts, and Programs, as well as other local, State and Federal government agencies, private industry (oil, gas, and geothermal operators), and consultants preparing environmental documents for proposed projects and advise them in related environmental analysis, management, planning, regulation, investigation, and research; coordinate environmental programs related to air, water, agricultural development, pollution, waste management and control, and other environmental and environmental health programs with other public and private agencies. Serve as project manager to review, analyze, research, coordinate and prepare environmental documents pursuant to the CalGEM's lead and responsible agency responsibilities for proposed projects under CEQA and projects with a NEPA nexus. Develop and analyze legislation, regulations, plans, policies, procedures, alternative technologies, practices, criteria, and guidelines. Act as lead consultant to oil, gas, and geothermal production companies and environmental firms in CEQA compliance and preparation of environmental documents. Develop and apply scientific methods and principles in the identification, research, and solution of problems identified in environmental investigations. Conduct complex analysis of the environment, including identification and discussion of project scopes and activities, baseline conditions, potential environmental impacts, adequate mitigation measures for environmental impacts identified, and the inclusion of specific required information. Develop regulatory measures and monitor project processing and task performance status. Ensure the completeness of maintaining and organizing project and environmental records, data, and documentation as part of the CEQA Administrative Record using project files, spreadsheets and databases. Prepare and revise environmental documents.
20%	Technical Support Respond to and review staff's responses to questions received from the public, industry, and governmental agencies regarding CEQA. Develop, conduct, and assist in the development, organization, and presentation of training on CEQA compliance for CalGEM staff, private industry and consultants, local agencies, and the public. Oversee and direct staff in the

POSITION DUTY STATEMENT

	evaluation of areas related to proposed projects and data identified on the effects of air and water pollutants, waste management, water quality, and human health and safety, vegetation, fish and wildlife and their habitats, potential land uses, among other environmental factors. Research and develop recommended solutions; prepare documentation; and report on findings. Perform and lead staff on reviewing environmental documents and developing comment letters.
10%	Personnel Management Plans, organizes, directs, and provides managerial review of the work performed by staff in the CEQA Unit. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops and provides leadership to staff. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer. Oversee, coach, train, and guide staff in their performance of functions to ensure that activities and work performed is accurate, timely, communicated clearly and effectively, is based on sound science and is consistent with the objectives and policies of the State and CalGEM. Regularly consult, update, review, follow, and develop metrics to track and monitor progress on assignments and develop progress and status reports for work under supervisor purview. This includes both outputs, timelines, and outcomes of project objectives and staff efforts. Sign staff's timesheets and make decisions on staff's leave requests and other workrelated demands. Provide regular and timely written performance appraisals to staff. Counsel and coach staff and initiate disciplinary actions as necessary. Maintain compliance with State and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to hiring, employee development, and management.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	Administrative As a departmental representative, attend internal and/or external job-related conferences, training, and meetings as needed. Participate in hearings and field investigations as a staff expert for CEQA matters. As a team member, participate in CalGEM-implemented projects and programs as required. Oversee and approve submitted time sheets, individual development plans, training plans, and other personnel issues.

SUPERVISION RECEIVED:

The Senior Environmental Scientist (Supervisor) works under the general direction of a CEQA Environmental Program Manager.

SUPERVISION EXERCISED:

Oversees a team comprised of professional and technical staff.

POSITION DUTY STATEMENT

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

The Senior Environmental Scientist (Supervisor) has frequent contact with CalGEM Management, stakeholders, regulatory agencies, and federal, State, and local agencies, which may include extensive public and professional contact. Personal contacts may be made via written correspondence, telephone, email regarding laws, rules, regulations, and policies.

ACTIONS AND CONSEQUENCES:

If these functions are not adequately performed consequences may include, but are not limited to:

- CalGEM will be unable to meet its State and federal mandates, including compliance with CEQA and the Federal Safe Drinking Water Act.
- Possible negative effects on air, water supplies, human health and safety, vegetation, fish and wildlife and their habitats, and other land uses.
- Negative publicity.
- Negative impacts on the CalGEM's relationship with our State and federal partners.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

Possession of a valid driver's license is preferred for this position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
Constantly	• Work in a high-rise building • Sitting at a desk, in a chair, and in front of a computer screen. • Moving/walking about the office and standing or sitting during meetings. • Using multi-line telephone console or a cordless telephone with headset. • Bending (neck and waist), squatting, kneeling, and twisting (neck and waist). • Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands. • Reach (above and below shoulder level). • Lifting and carrying up to 20 pounds.
Occasionally	• Traveling via private or public transportation (i.e., driving automobile, passenger in an airplane, etc.) including overnight travel inside California may be required.

Senior Environmental Scientist (Supervisory)

DUTY STATEMENT

REVISION: 07/22/2025

POSITION DUTY STATEMENT

The duties of this position are subject to change and may be revised as needed or required. I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).

Employee Printed Name	Employee Signature	Date
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I have discussed the duties of this position with, and have provided a copy of this duty statement to, the employee named above.

Supervisor Printed Name	Supervisor Signature	Date
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