



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Environmental Scientist (PI)	549-651-0762-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Sonoma-Mendocino Coast	Environmental Scientist (PI)	R 10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Russian River	Duncans Mills Sector Office	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Environmental Scientist (Supervisory)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general supervision of the Senior Environmental Scientist (Supervisor) and reporting to the Russian River Sector Office at 25381 Steelhead Boulevard, Duncans Mills, CA 95430, the Environmental Scientist will support and implement data solutions to support Cannabis Watershed Protection Program work. As a member of the Natural Resources Division team, the incumbent will provide subject matter and technical expertise in data management, Geographic Information Systems (GIS), and data analysis. The position is office based with a limited amount of field work, and requires a moderate level of independent action, the ability to both identify and solve complex project-related issues, and the ability to make sound recommendations to management for project and program improvement. This Environmental Scientist will support other Natural Resource to accomplish NRD program goals and objectives.</p>		
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	
35%	GEOSPATIAL DATA MANAGEMENT, ORGANIZATION, AND QUALITY ASSURANCE / QUALITY CONTROL (QA/QC) Manages, organizes, and maintains complex geospatial and related datasets, with emphasis on vegetation monitoring and wildlife camera data. Leads efforts to improve and standardize digital file organization across SharePoint and network-based systems to enhance accessibility, consistency, and long-term data usability. Implements and enforces data quality QA/QC protocols to ensure accuracy, consistency, and completeness. Develops and maintains standardized workflows for data collection, storage, and documentation, including metadata. Supports integration of field-collected GPS/GIS data into larger organizational data systems.	
30%	DATA ANALYSIS, INTERPRETATION, AND MAP PRODUCTION Performs spatial and tabular data analyses to support natural resource management, including vegetation monitoring and wildlife camera data processing and interpretation. Integrates geospatial and non-spatial datasets to evaluate trends, patterns, and management outcomes. Produces high-quality maps, figures, dashboards, and other visual products using ArcGIS Pro and ArcGIS Online (AGOL). Prepares summaries, tables, and graphics that translate complex datasets into clear, actionable information for technical and non-technical audiences.	
20%	FIELD DATA SYSTEMS AND GEOSPATIAL TOOL SUPPORT Develops, configures, and maintains GIS-based field data collection tools (e.g., Field Maps, Survey123, Quick Capture) to support efficient and standardized data collection. Provides technical support, documentation, and guidance to field staff on GPS/GIS data collection	

	methods, troubleshooting, and best practices. Ensures field workflows align with data management standards and organizational needs.	
10%	PROCESS IMPROVEMENT AND TECHNICAL DEVELOPMENT Maintains current knowledge of geospatial technologies, data management practices, and analytical methods, including approaches for managing and analyzing both spatial and tabular datasets. Identifies and implements improvements to data workflows, file organization systems, and overall data accessibility. Develops and refines internal standards, protocols, and documentation to support consistent, efficient, and scalable data practices across the team.	
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		
This position is in an office setting with artificial light. “		
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.		
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