State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Sr. Environmental Scientist (Sup.)	549-683-0764-001
DISTRICT/HQ SECTION	**WORKING TITLE**	**CBID**
Sierra	District Natural Resources Chief	S10
SECTOR/HQ UNIT	**REPORTING LOCATION**	**INCUMBENT**
Sierra District	Sugar Pine Point SP	
STATE HOUSING: (Check one)		**IMMEDIATE SUPERVISOR**
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		District Superintendent II

SENSITIVE POSITION DESIGNATION: (Check if applicable)

☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961

POSITION DESCRIPTION

The Senior Environmental Scientist works under the supervision and general direction of the Sierra District Superintendent, a District Superintendent II. This position is full-time and reports to the Resources Office in Sugar Pine Point State Park. Typical working hours are 0800 to 1630, Monday through Friday but may also work nights and weekends depending on program needs.

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.

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%	**MANAGEMENT AND SUPERVISION** Directly manages and supervises the District Resource Management Program and staff. Provides direction and supervision for persons assigned to resource management projects. Supervises personnel in the Natural Resource Program composed of up to 13 professional and technical resource specialists. The SES assigns tasks to appropriate staff and provides team leadership and facilitates communication and coordination within and among the Forestry, Vegetation, Watershed, and Wildlife programs, oversees District Scientific Permits administration; Wildfire Management Plans development; Maximo and PID project coordination and development; District CEQA coordination; and financial document approvals; etc. The SES supervises full time and seasonal professional, technical resource specialists, and administrative personnel in the Natural Resource Programs, delegates work and provides direction and supervision for persons assigned to resource management projects and other typical supervisory duties including signing timesheets; monitoring employee leave balances; hiring and separating personnel; requesting time extensions; handling personnel and disciplinary issues; conducting annual employee appraisals and development; initiating Worker Compensation claims; approving Travel Expense Claims, P-card purchases, and contracts; etc.

25%	**ADMINISTRATION** Administers a Resource Management Program with an annual budget ranging between $1.0 and $2.0 million. Administers the District's Lake Tahoe Environmental Improvement Program funds. Prepares annual budgets for the resource management, environmental improvement, and stewardship programs. Monitors expenditures charged to the resource budget to insure accountability and proper reserves are maintained. Administers incoming grant program and mitigation funds ranging from $200,000 to $1,000,000 annually. Administers all aspects of equipment and logistic support needs for the resource management program. The SES is responsible for administering and preparing annual budgets for the Resource Management Program, including the District's Lake Tahoe Environmental Improvement Program (EIP), Category H Deferred Maintenance, and other special funds as well as monitoring the resources budget to insure accountability and proper reserves are maintained. The SES administers the Natural Resources office, vehicle, equipment, and logistic support needs for the Resources Management Program. District liaison to the Natural Resources Division and participates on committees, provides solicited input, and maintains communication.
20%	**ASSISTANCE TO THE DISTRICT** Works with public and private agencies on land management and resource issues including the Tahoe Regional Planning Agency, the U.S. Forest Service, local, county and city government, the League-to-Save-Lake Tahoe, the Lahontan Water Quality Control Board, etc. Serves on the District Core Management Team and as lead on resource management issues in the District. Assists or leads the District on various teams, committees, multi-agency projects and organizational meetings, etc. The position assists the District in a variety of planning and management functions. The SES is a member of the District Core Management Team representing Natural Resources and lead for resources management issues in the District. This position is the lead on a variety of planning and management functions and facilitates and coordinates District responses, including but not limited to defensive planning, Right-of-Entry permits, review of internal and external environmental documents, etc... The SES participates on various District committees, event planning efforts, organizational meetings, and working groups with the public, government agencies, and organizations on specific and regional land management and resource issues. The incumbent prepares summary reports, talking points, and briefings for managers and provides presentations at internal and external board and commission meetings, and acts as District Superintendent when needed.
15%	RESOURCE MANAGEMENT Works directly on resource management projects such as aquatic invasive species, prescribed burning, vegetation surveys, project review, special species management etc. The SES also assists with District Resources terrestrial and underwater projects. Acts as Natural Resources Diving Safety Board representative, Sierra District Dive Team coordinator and equipment manager.
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 involves substantial office work in a temperature-controlled environment and requires regular computer use. The office is located in a rural mountain setting at approximately 6,450 feet elevation, with natural and/or fluorescent lighting. Snow and ice are common during winter months, and severe winter weather may temporarily prevent access to the office during regular work hours. The position also requires outdoor work in inclement weather and adverse conditions, including hiking over uneven, steep, and sloped terrain and carrying heavy loads. Working conditions may vary considerably depending on seasonal weather, field locations, and operational needs.	
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