STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

	Working Title of Position Environmental Specialist
	Division and/or Subdivision Northern/Santa Clara Unit
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 Morgan Hill
	Class Title of Position Environmental Scientist
	Position Number 541-116-0762-001
	Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the close supervision of Unit Forester II, the Environmental Specialist (ES) will perform a variety of responsible professional scientific office and field work related to the Greenhouse Gas (GHG) Fire Prevention Grant Program, fuel reduction projects, technical service projects and prescribed fire projects.
40%	*Prepare and review California Environmental Quality Act (CEQA) compliance documentation (including exemptions, Initial Studies, Negative Declarations, and Environmental Impact Reports) for Unit fuel reduction, vegetation management, and prescribed fire projects, which may require field visit(s); *independently determine the appropriate level of environmental review required on a project-by-project basis; *conduct research and analysis, utilizing Geographic Information System (GIS) skills, to identify and evaluate potential project impacts on natural and cultural resources; maintain current working knowledge of applicable federal, state, and local environmental laws, regulations, and policies; prepare regulatory permits and related correspondence; consult with Department environmental compliance staff, regulatory agencies, and other stakeholders on project-specific compliance questions.
25%	*Administer and monitor grant(s) (e.g., Fire Prevention Grants), including reviewing grantee project proposals, tracking deliverables and expenditures, and ensuring compliance with grant terms and state/federal requirements; *provide technical guidance to grant project coordinators and evaluate grantee environmental compliance documentation and assessments of project impacts; prepare grant-related reports and correspondence.
15%	*Provide technical assistance on vegetation management, beneficial fire, and fuel reduction projects, including project planning, mapping, and data analysis using GIS; research and prepare maps of habitats, species occurrence, resource protection areas, and project/assessment boundaries, which may require field visit(s); collaborate with Unit staff, Foresters, and other agencies on the design and implementation of resource management projects; assist with preparation of the Unit Fire Plan and related planning documents.
	*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	

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
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PO-199 (06/16) - **PAGE 2**

Working Title of Position
Environmental Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Conduct field surveys of flora and fauna to inform project planning and environmental documentation; visit project sites to verify conditions, flag protection zones, and validate maps; assist with project implementation and monitoring in the field; participate in training requiring a field component.
5%	*Respond to inquiries from the public, landowners, and other agencies regarding Unit resource management programs and environmental review processes; *prepare clear, accurate written and verbal communications for non-specialist audiences; represent the Unit at public meetings, trainings, and outreach events as assigned.
5%	*Attend assigned training; comply with Department administrative and training policies; maintain professional proficiency and required qualifications; perform other related duties as assigned. May obtain qualification for non-fire line Incident Command System (ICS) classifications and may be assigned to emergency incidents to perform duties as trained.

*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: Overnight travel throughout the Region and state is required. Work on nights, weekends and holidays is required. Travel over uneven terrain, up and down steep terrain, long distances by foot in wet and cold weather to hot and dry weather to layout project areas. Position requires pre-employment medical clearance prior to appointment.

"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	