CMD 900-54
(Rev. 09/2024)

DUTY STATEMENT

☒	Current
☐	Proposed

Position Classification: Environmental Scientist	**Working Title:** Southern Regional EPAS Assessor
Position Number: 006-192-0762-001	**CBID:** BU10
Work Week Group: 2	**Work Hours:** Monday – Friday 0800-1700
Command/Directorate/Unit: Facilities and Infrastructure / ENV	**Physical Work Location:** Joint Forces Training Base, 11206 Lexington Dr, Los Alamitos, CA 90720
Supervisor Name: Mr. Matt Victoria	**Supervisor Classification/Rank:** Senior Environmental Scientist (SUP)
Current Incumbent: N/A	**Effective Date:** TBD

Position Requirements:

☐ Conflict of Interest Filer (Form 700)
☒ California Driver's License
☐ Class A ☐ Class B ☒ Class C
☐ Class C w/Endorsement: _____

☒ Travel to Multiple Locations
☒ Occasional Travel
☒ Other (Specify): Common Access Card (CAC)

As an employee of the California Military Department (CMD), you are required to perform the essential functions of the position with or without reasonable accommodation. The incumbent is also expected to work cooperatively with internal staff/external partners and treat others fairly, honestly and with courtesy and respect. In addition to providing the highest level of customer service while meeting the CMD mission.

Position Identification:

The Environmental Programs Directorate supports current and future mission requirements of the California Military Department (CMD) (i.e., California Army National Guard) by assisting units, programs, and leaders to comply with environmental laws, regulations, and policy while promoting environmental stewardship at military training sites and facilities operated by the CMD.

Under direction of the Compliance Branch Chief or their designate, the incumbent primarily supports the Environmental Performance Assessment System (EPAS) Program, performing in-person field assessments and identifying noncompliance that have potential to cause CMD to receive notices of violation, fines, and penalties from outside regulatory agencies. Secondary duties include a broad scope of outreach and compliance assistance to Soldiers throughout California in person, via TEAMS meetings, and by telephone.

Requires extreme flexibility, excellent time management skills, and work within a broad range of environmental media including, but not limited to hazardous waste and materials, air quality, water quality, solid waste/recycling, storage tanks, and related environmental media. Follow up and organizational skills are essential.

Essential Functions:

40%	• Conducts Environmental Performance Assessment System (EPAS) Program assessments in person within an assigned region according to Army Regulation (AR) 200-1 and National Guard Bureau standards and guidance. Assessments must be prepared in a timely and accurate manner to reduce the risk of compliance violations to CMD facilities. Utilizes the National Guard Bureau EPAS database (WEBCASS) and other systems of record to input and manage EPAS data, reports, updates, and other related requirements. Provides military personnel and civilian staff assistance and guidance in correcting deficiencies found during external and internal EPAS audits to reduce the risk of financial liabilities, fines, and penalties. May involve conceptualizing, organizing and facilitating tailored compliance outreach sessions in person or via TEAMS to small groups. • As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and

	conducting essential communications with federal regulators.
25%	• Acts as project lead and co-instructor for the Environmental Compliance Officer (ECO) training course presenting bimonthly trainings via TEAMS using PowerPoint to assist ECO's with learning the demands of environmental compliance. Assists Environmental Compliance Officers (ECO's) with developing changes in policy, procedure, training, and equipment that would enhance environmental practices and regulatory compliance. Schedules ECO course dates, invites attendees, maintains course PowerPoint presentations, updates slides, administers online examinations, grades examinations, maintains attendance database, and tracks validity of ECO certification. • As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
20%	• Acts as environmental liaison to Soldiers statewide. Provides assistance, outreach and tutelage in compliance program media areas including, but not limited to the following: Hazardous waste/hazardous materials; water programs (storm water management, wastewater, and drinking water), air quality management programs, underground/above-ground storage tanks, solid waste and recycling, and related technical programs. Under supervision, effectively and accurately communicates technical environmental requirements to staff, leadership, managers, regulators, and the public in writing, verbally, and through presentations/briefings. Under supervision, responds to regulatory inquiries and actions in a timely, professional manner that focuses on resolving issues and maintaining good working relationships. Maintains environmental Air/HW permits, manifests, inspection records, and other reporting documents on the State SharePoint. Provides guidance during environmental spills to assist units with reporting and required notifications and help prepare spill reports. • Stays current on new and emerging environmental laws, regulations, trends, and policies, and communicates and develops new internal procedures in response to these changes. Supports the Environmental Quality Control Committee (EQCC) by taking meeting minutes and other environmental meetings by preparing biweekly updates which may involve research, data analysis, preparation of briefing slides, scheduling and coordinating, and conducting short briefings via TEAMS. • As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators.
10%	• Assist the Hazardous Waste (HW) manager with the hazardous waste/materials program statewide. Receives training and become proficient utilizing Defense Logistics Agency Hazardous Material Inventory and Disposal program to organize and request waste pickups. Assist HW Manager with all field queries involving obtaining SDS sheets, retrieving/verifying manifest records in accordance with state and federal regulations. Site visits and multiple follow-ups may be required. • As required by Army Regulation 200-1, the tasks associated with this function support the CMD federal military mission by ensuring compliance with federal laws/regulations and conducting essential communications with federal regulators. • Writing compliance letters, record keeping, file management, and other related administrative functions. Other duties as assigned.
Non-Essential/Marginal Functions:	
5%	• Other duties as assigned.
Knowledge, Skills, and Abilities:	

Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.

Skills: N/A

Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.

Required Qualifications:

• California Driver's License
• This position requires a T1 background investigation and issuance and continued possession of a DoD Common Access Card (CAC) to perform essential duties in support of the Army Environmental Program under the provisions of AR 200-1. Position will require unescorted installation access to federal installations throughout the incumbents employment specifically: JFTB, GTC-CR, authenticated access to DoD NIPR systems including [G-9 WEBCASS-E Portal, Cleanup Restoration & Liabilities (CRL), Natural Resources Revenue Tracking (NRRT), Environmental Document Repository (EDR), Environmental Quality Universal Information Portal (EQUIP), Hazardous Material Inventory & Disposal (HMID), Integrated Pesticide Management (1PM), Regulatory Enforcement Action Compliance Tracking (REACT), Environmental Source to Track, Analyze & Review Requirements (E-STARR), Evaluation and Assessment of Regulatory and Legislative Impacts (EARLi), Defense Occupational and Environmental Health Readiness System (DOEHRS), California Army National Guard SharePoint (Federal NIPR), Guard Knowledge Online (GKO), Joint Knowledge Online (JKO), General Fund Enterprise Business System (GFEBS)], and digitally sign/encrypt official correspondence.

Desirable Qualifications:

- Prior experience enforcing environmental regulations or ensuring environmental compliance
- Broad-based environmental experience
- Excellent writing and verbal communication skills
- Previous experience in a military environment; understanding of the military mission and resources required to accomplish it

Work Environment:

- Cubicle office/desk environment with occasional field work

- Occasional site visits to active military training facilities·
- Occasional travel to in-state and out-of-state training events
- Telework may be authorized in accordance with State of California and Military Department policies

Physical/Mental Abilities:

- Ability to sit or stand for long periods of time
- Requires reaching, turning, kneeling, lifting, walking
- Understand and follow safety procedures
- Read, understand, and follow policy and procedures
- Provide effective verbal and written directions, information, and outreach
- The ability to apply critical thinking
- Apply common sense

Equipment Used:

- Telephone, computer, scanner, photocopier, camera, GPS unit, cell phone
- Car, 4-wheel drive truck/SUV, or van

Employee Certification:

This duty statement reflects the typical duties of the essential functions described for the position. It is not considered an all-inclusive list of work requirements. I have read and discussed the duties of this position with my supervisor and understand I may perform other duties as assigned, including but not limited to, work in other functional areas to cover absences, peak work periods, or balance workload.

I certify I possess qualifications, including but not limited to, integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others. Additionally, I am able to perform the assigned duties with or without reasonable accommodation. Should I have any concerns performing the assigned duties, I will discuss them with the hiring manager who will provide information for the Return-To-Work Coordinator.

I have read the duty statement and discussed the duties with my supervisor.

Employee Name (Print)	**Signature**	**Date**

Supervisor Statement:
I have discussed the duties outlined in the duty statement and provided a copy to the employee.

Supervisor Name (Print)	**Signature**	**Date**

State Personnel Office Use Only

State Personnel Certification: Approval

C&P Analyst Name (Print)	**Signature**	**Date**