STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Environmental Specialist – Batt.2

Division and/or Subdivision
San Benito-Monterey Unit

Location of Headquarters
Monterey, CA

Class Title of Position
Environmental Scientist

Position Number
541-419-0762-600

Effective Date
07/01/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
40%	Under the direction and supervision of the Battalion Chief-Fuels, the Battalion 2 Environmental Scientist (Environmental Specialist) will perform a variety of responsible professional scientific office and field work. The Environmental Scientist will perform the following duties: *Perform assigned natural resource management analysis, research, surveys, investigations, and studies involving fuel reduction projects, forest health concerns, prescribed fire projects, technical service projects and other requests; *analyze potential project impacts of resources; *use professional judgment in the level of environmental review compliance needed on project by project basis; *prepare regulatory and compliance documents; *remain current on pertinent environmental laws and regulations; *prepare non-routine correspondence and answer non-routine questions from District Board staff, Unit staff, stakeholders, agencies/Departments, and the public and do other related resource management work. *Communicate and work directly with cooperators and Unit staff in the development of projects and environmental review documentation. *Attend public meetings and make presentations on relevant subject matter to various groups. *Review projects and assess potential environmental impacts from the proposed projects. *Complete Initial Studies and required documentation (including but not limited to verification under emergency proclamation, exemptions, negative declaration, and/or Environmental Impact Report). *Review contractor and cooperator California Environmental Quality Act (CEQA) documentation and assessment of potential project impacts. *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: May be subject to working nights, weekends, holidays, and in support of emergency incidents. Overnight travel may be required.

"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
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) - **PAGE 2**

Working Title of Position
Environmental Specialist – Batt.2

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Conduct surveys for flora and fauna. *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, flag protection zones, prepare maps, validate maps and conduct surveys to collect data. *Manage a database for CEQA documentation and Geographic Information System (GIS). *Monitor project maintenance needs and develop appropriate treatment plan including intervals.
20%	*Research information databases for habitats and species, prepare maps of projects, resource protection maps, assessment area maps and other maps utilizing GIS. *Create GIS tools and products utilizing and piloting Unmanned Aerial System (UAS) to plan, assess, and monitor projects. *Ensure all proposed, in progress and completed fuels projects are accurately archived in GIS program.
10%	*Collaborate with Unit Resource Management to produce CEQA documentation, map products, and data analysis on coordinated projects. *Assist in clearing fire roads, fuel breaks, and operate remote masticator. *Conduct Defensible Space Inspections to ensure compliance with PRC 4291.
5%	*Assist in the development and distribution of educational material and media releases pertaining to Defensible Space, fuels management, and risk reduction. *Provide guidance and education on Home Hardening. *Assist with coordinating, planning, and staffing community outreach/public education/special events.
5%	*Attend assigned training. *Obtain ICS qualifications in non-fire line ICS positions and participate in non-fire line ICS positions on incidents. *Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and CALFIRE Department Policy. *Obtain and maintain part 107 remote pilot certification. Other duties as assigned.

*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 reasonable accommodation.

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