



## Duty Statement

CURRENT  PROPOSED  STANDARD

<b>Division</b>	<b>Classification</b>	<b>Position Number</b>
Northern	Environmental Scientist	549-662-0762-001
<b>District/HQ Section</b>	<b>Working Title</b>	<b>CBID</b>
Diablo Range	Environmental Scientist	R10
<b>Sector/HQ Unit</b>	<b>Reporting Location</b>	<b>Incumbent</b>
Contra Solano	Districtwide	
<b>State Housing (only check if required)</b>		<b>Supervisor Classification</b>
<input type="checkbox"/> Required		Sr. Environmental Scientist (Sup)
<b>Position Description</b>		
<p>This position works under close supervision of the Senior Environmental Scientist for the Diablo Range. The incumbent will perform a variety of professional scientific office and field work. The position is part of the District Resource Team and is responsible for natural resource planning, management, enhancement and protection within the District. The Environmental Scientist is also responsible for natural resource protection support functions as they relate to the Park units.</p>		
<b>Essential Functions</b>		
Percentage	Task	
45%	<p><b>NATURAL RESOURCE STEWARDSHIP</b></p> <p>Assists in the development, implementation, oversight, monitoring, evaluation and reporting for programs, operations, activities, and projects that support or may impact stewardship of natural resources in the District. Work areas include but are not limited to: vegetation management, wildlife management, insect and vector control, habitat restoration/enhancement, GIS, inventorying and monitoring, mitigation of disturbances within District units, visitor impact control, park maintenance, water quality, erosion control, and may assist in addressing: the investigation and protection of historic, geologic, paleontological and archaeological sites.</p> <p>As a member of the District Resource Team and in coordination with the District's operational teams, support the effort to protect natural and cultural resources of the District. Reviews, makes recommendations on and monitors for compliance of State and District collection permits, research projects, and related activities.</p> <p>Reviews and prepares comments for the District on environmental reviews for projects outside District properties that may impact park resources or operations. Participates in District planning and prioritization efforts. As assigned, acts as the District's representative on implementation and planning teams for multi-agency projects affecting District resources. As assigned, serve as a liaison or District representative to a variety of environmental planning teams or in meetings with environmental regulators.</p>	
30%	<p><b>ADMINISTRATION</b></p> <p>Assists in development and review of natural resource program long-range and annual work plans, budget and financial reporting. Is responsible for purchasing of equipment and materials needed in the delivery of the natural resource program. Maintains inventories. Is responsible for ensuring appropriate maintenance and safety instruction is conducted for use of equipment and tools. Directs and conducts inspections and monitoring activities using Department field and digital reporting protocols and standards.</p> <p>Assists in the development and pursuit of alternate funding sources to support natural resource programs. Using MAXIMO and fiscal reporting systems, records and monitors use of allocated program resources – staff time and funding. Uses a variety of state "contracting options" to secure skilled and professional contractors to assist in completion of programs and activities. Prepares or assists in the preparation of project scopes, bid specifications, reviews and selects qualified bidders and administers contracts. Assists in negotiating and drafting inter-agency and general letters of agreements to provide and receive services.</p> <p>May act as lead for Environmental Services Interns and Senior Park Aides. Assists in effective and efficient training and scheduling of staff and volunteer personnel.</p> <p>Prepares and reads correspondence and reports. Assists in the recruitment and hiring of seasonal, volunteer and intern staff. Has lead for Resource Team GIS operations. Is a member of the Resource Team and serves in a leadership capacity.</p> <p>Participates in the review of projects and activities for conformance with Department and District policies and procedures. As assigned, organizes and/or facilitates operational, improvement and task teams. May coordinate work projects with other District and Departmental staffs. Conducts and attends meetings. Assists in document preparation for Unit Naming and Classification actions and Unit General Plans.</p>	

10%	<p><b>REGULATORY COMPLIANCE</b></p> <p>Works closely and in coordination with District Qualified Applicator and Pest Control Advisor to ensure that pesticide use within the Natural Resource Program is in compliance with Departmental and regulatory requirements.</p> <p>May serve as lead with environmental regulatory agencies on District projects and prepares permit requests and applications as assigned for District projects.</p> <p>May serve as the District's Environmental Coordinator providing expertise and support to ensure District compliance with environmental regulations such as the California Environmental Quality Act, Section 5024 Public Resource Code and the Coastal Act.</p>
5%	<p><b>INTERPRETATION</b></p> <p>Provide information to staff and the public on resource issues and management activities. Provide training and updates for District staff and the local land managers on natural resource related issues and specific projects, programs and areas of special interest within the District. Makes presentations to community groups on resource programs</p>
5%	<p><b>REAL PROPERTY</b></p> <p>Provides input and oversight on environmental components related to issuance of and use/access of easement holders and other parties needing access to or over lands managed by the District. May be assigned as a member of field teams to assess and advise on outside requests for use of State parklands.</p> <p>Investigates and provides findings and recommendations on issues of trespass. Identifies damages and mitigation needs. Provides information and documentation that can be used in dispute resolution with identified trespass violators.</p>
5%	In times of emergency or urgency, assists in other functions within the District.

**Typical Working Conditions**

**WORKING ENVIRONMENT, PHYSICAL OR COGNITIVE ABILITIES:**  
 Work Environment:

- Work outdoors in various types of weather; work in unpleasant conditions (e.g., bad weather, around sewage)
- Work in hazardous situations (e.g., around raw sewage, chemicals)
- Works at elevated heights or near fast moving machinery or traffic
- Work in office environment

**Special Requirements**

This position requires a DMV, Class C California 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 this 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 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