



## Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field Division		Forestry Aide (seasonal)	549-554-1060-901
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Oceano Dunes District/ District wide		Forestry Aide (seasonal)	R08
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Oceano Dunes SVRA		<b>Oceano Dunes District</b> 928 Pacific Boulevard, Oceano, CA	
STATE HOUSING (Check if applicable)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required.			Senior Environmental Scientist (Supervisor)
POSITION DESCRIPTIONS			
<p>Under the direction and supervision of the Senior Environmental Scientist (Supervisory) and with the guidance from other natural resource staff within the Oceano Dunes District, this position provides assistance in forestry and natural resource management tasks includes prescribed fire, exotic plant control, vegetation monitoring, and wildlife monitoring, assists in assessing the impacts of management activities (exotic species control, fuel modification, prescribed fire), recreational activities, and natural processes on plants, animals, and habitats within the district. The reporting location for this position is the Resource Office, located at 928 Pacific Boulevard in Oceano, CA.</p>			
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		
30%	<b>FIELD MONITORING:</b> Assist in field monitoring related to the natural resource management program at Oceano SVRA. Endangered species monitoring (snowy plover and least tern); restoration of natural habitats; mitigation of environmental impacts from recreational activities and natural processes; monitoring animal communities: small mammal monitoring to assess changes in community composition from management and prescribed burn activities, monitoring of plant communities: vegetation monitoring to assess natural resource response from disturbance and fuel modification projects		
25%	<b>DATA COLLECTION:</b> Assist in data collection related to the natural resource management program at Oceano SVRA. Collect information important habitat characteristics of focal species to monitor effects of disturbance and other management activities, data will be collected in field notebooks using established professional methods, use Geographic Positioning Systems (GPS) and Geographic Information System (GIS) to collect spatial data in support of field monitoring, maintain tools and equipment in good working order		
25%	<b>GENERAL NATURAL RESOURCE MANAGEMENT:</b> Assist in general natural resource management program at Oceano SVRA, assist scientific staff in focused surveys for plant or animal populations, assist with nursery operations, seed processing and storage, assist in public contacts and distribute educational materials and pamphlets, may direct work crews on Natural Resource projects, participates in prescribed fires and assist in preparation for prescribed fire management activities including site preparation and pre-burn surveys		
10%	<b>DATA ANALYSIS/REPORTING:</b> Assist in data analysis/reporting related to vegetation and other natural resources at Oceano SVRA, transfer field data into an appropriate database and conduct analysis under the direction of experienced natural resource management staff, complete monitoring paperwork, assist in preparing sections of		



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	reports and recommendations completes timesheets, assists in training seasonal employees to do the same, reads and utilizes manuals, policies, directives and orders
<b>5%</b>	<b>SAFETY:</b> Participate in safety initiatives related to the natural resource management program at Oceano SVRA, provide a safe working environment in compliance with DPR policies and the district’s injury and illness prevention Program (IIPP), ensure safety of public and employees in and around facilities by reporting any hazard or potential health or safety threat to proper chain of command and/or authorities
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings, trainings and prepare administrative paperwork to meet operational needs
<b>TYPICAL WORKING CONDITIONS:</b>	
<p><b>Work Environment:</b></p> <ul style="list-style-type: none"> <li>• Work in all elements encountered in the park including uneven terrain, wind, blowing sand, excessive heat, cold temperatures, humidity, rain, around heavy equipment, and near active off-highway vehicle activity.</li> <li>• Work environment may expose incumbent to noise, dust, fumes, extreme wind, hot and cold temperatures, and unpleasant odors.</li> <li>• Operate street legal and off-highway vehicles in sand conditions.</li> </ul> <p><b>Physical Abilities:</b></p> <ul style="list-style-type: none"> <li>• Ability to walk across uneven terrain, loose sand in both uphill and downhill conditions to perform the duties of the job. This position is expected to hike one mile or more across dune topography and on unconsolidated sand.</li> <li>• Stand for long periods of time, (in excess of 2 hours) to perform the duties associated with the job.</li> <li>• Move about, stand, reach, stoop or bend.</li> <li>• This position may perform heavy physical labor related to resource tasks including lifting up to 25 pounds.</li> </ul> <p><b>Cognitive Abilities:</b></p> <ul style="list-style-type: none"> <li>• Read, write, and communicate in a clear and concise manner</li> <li>• Develop practical solutions to problems and make sound decisions</li> <li>• Make sound decisions given available information and situational parameters</li> <li>• Work involves multiple tasks and deadlines</li> </ul> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b></p> <ul style="list-style-type: none"> <li>• Basic principles of forestry and fire protection</li> <li>• Field data collection methods for vegetation and wildlife</li> <li>• Basic computer and handheld field data collection devices and associated software programs</li> <li>• California and Federal environmental laws, rules, regulations, and requirements</li> <li>• Geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies</li> </ul> <p><b>Ability to:</b></p> <ul style="list-style-type: none"> <li>• Apply safe work practices</li> <li>• Follow written and oral instructions</li> <li>• Utilize good judgment and take appropriate action in emergency situations</li> </ul>	



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- Communicate effectively and follow directions
- Properly use job-related equipment, supplies, and tools
- Adjust to changing work assignments, major process changes, and emergencies.
- Apply basic principles of forestry and natural resource management
- Identify tree and shrub species and a wide variety of native wildlife
- Collect and error-check data to ensure accurate results of analyses
- Analyze job-related data
- Use a computer and job-related computer software programs
- Apply basic principles of fire suppression and control
- Apply laws, rules, and regulations applicable to scope of duties and responsibilities (e.g., Public Resources Code, Health and Safety Code, Penal Code, California Administrative Code) to ensure compliance for public safety and environmental protection
- Operate radio equipment
- Reason logically
- Read and write at a level required for successful job performance
- Collect environmental data
- Analyze situations and take appropriate actions
- Work with professionals from a variety of disciplines within and outside of State government
- Safely operate departmental vehicles and other mobile equipment
- Maintain detailed records and work logs
- Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

### **PERFORMANCE EXPECTATIONS:**

- Exhibit professional working manner and ability to deal tactfully and effectively in a working environment.
- Exhibit ability to work independently without close supervision.
- Display mature judgment, loyalty, poise, tact and discretion.
- Establish and maintain cooperative working relationships with co-workers, contractors, volunteers, other agencies etc.
- Teamwork, to complete duties and projects in a cohesive and professional manner
- Maintain a favorable attendance record,
- Be reliable, punctual, and dependable.
- Wear seatbelts as per policy; require riders and passengers to do so.
- Plan and complete projects and assignments accurately and thoroughly

### **TELEWORK DESIGNATION:**

This position is designated as not telework eligible

### **SPECIAL REQUIREMENTS**

- Position of valid class "C" CA Driver's License is required

### **SPECIAL PERSONAL CHARACTERISTICS:**

- Ability to work independently without close supervision
- Ability to organize, set priorities, and handle changing priorities
- Willingness to work at various locations within the district
- Willingness to conform to departmental uniform and grooming standards



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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