



Duty Statement

DIVISION		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Desert Field		Environmental Scientist	549-555-0762-902
DISTRICT/HQ SECTION		WORKING TITLE	CBID
Ocotillo Wells		Environmental Scientist	R10
SECTOR/HQ UNIT		REPORTING LOCATION	INCUMBENT
Ocotillo Wells District		Ocotillo Wells State Vehicular Recreation Area	
STATE HOUSING (Check only if required)			IMMEDIATE SUPERVISOR
<input type="checkbox"/> State Housing may be required			Senior Environmental Scientist (Supervisory)
POSITION DESCRIPTION			
<p>Under the supervision of the Senior Environmental Scientist (Supervisory), the Environmental Scientist will develop and implement natural resources management projects, planning, and stewardship throughout the district's five park units. This includes supporting the development and implementation of Wildlife Habitat Protection Plans and Soil Conservation Plans at Heber Dunes and Ocotillo Wells State Vehicular Recreation Areas. Additionally, the position will take a lead role in projects, planning, monitoring, and stewardship at three park units (i.e., Picacho SRA, Salton Sea SRA, and Indio Hills Palms property). The Environmental Scientist will compile data, manage records, analyze results, and make recommendations for natural resources management throughout the district. The position will plan natural resources projects and may serve as the liaison for regulatory permits for district projects.</p>			
<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.</p>			
ESSENTIAL FUNCTIONS:			
%	TASK/DUTIES		
40%	<p>NATURAL RESOURCES MANAGEMENT</p> <p>Acts as a lead person for natural resources management projects or monitoring. Support the district's restoration and habitat monitoring programs, and lead implementation of these programs at three park units (i.e., Picacho SRA, Salton Sea SRA, and Indio Hills Palms property). Monitors and documents occurrences of special-status species in accordance to regulation, policy, and other best practices. Supports the development and assists in implementation of management plans for district units (e.g., Wildlife Habitat Protection Plans, Soil Conservation Plans, Wildfire Management Plans, etc.). Prepares annual reports and assists with compliance reporting. Serves as district representative or liaison with external agencies and working groups (e.g., Coachella Valley Mountains Conservancy). May act as project manager or lead person for internal and external natural resources management projects; may act in a lead capacity over seasonal or permanent staff or external work crews. Trains personnel how to conduct biological surveys, implement protective measures, and avoid impacts.</p>		
20%	<p>NATURAL RESOURCES PLANNING & REVIEW</p> <p>Develops and implements natural resource management plans and projects for the district. Reviews and completes Environmental Scientist review of CEQA projects within the District; may support biological review of projects under NEPA on occasion. Work with land agents, planners, and other classifications on land use issues affecting the District. Reviews special events, film permits, and collections/research permits. Coordinates with regulatory agencies to obtain resources permits for projects (e.g., Lake and Streambed Alteration Permit, emergency permitting, etc.).</p>		
15%	<p>DATA MANAGEMENT</p> <p>Manages data entry and assists with data analysis and coordination of data. Compiles data, analyzes results, and makes recommendations for natural resources management at the district. Maintains and develops data sheets, record storage procedures, and databases, GIS layers, or spreadsheets (e.g.,</p>		



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	Microsoft Access, Microsoft Excel, ArcPro). Research new techniques for data management, and stays current on technology (e.g., Field Collector, ArcPro). Train district staff on GIS technologies and tools.	
10%	ADMINISTRATION Schedule and coordinate select natural resource crews and necessary equipment. Coordinates field projects; provides support and assistance to District staff. Participates in staff meetings and leads discussions. Provides liaison to the field to support the development of management of projects. Tracks and reports on project budgets. Inventories, purchases items, and completes purchasing documents needed for cultural resources program. Prepares administrative documents, such as travel expense claims and timekeeping documents. Maintains necessary records and answers correspondence and inquiries.	
10%	SAFETY All duties shall be performed in a safe manner in compliance with Departmental policies and the District's Injury and Illness Prevention Program (IIPP). Wear appropriate safety equipment, including a seat belt during vehicle use. Maintain clean and safe workspace. Maintain safe work environment for natural resources. Attend and hold tailgate safety meetings. Isolate and/or immediately correct hazards to park visitors or employees. Report all injuries, even minor ones, to on-duty supervisors as soon as possible. Operate light vehicles such as half-ton pickup trucks, one-ton stake side trucks, and small tractors and mowers in a safe manner consistent with applicable rules and regulations.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
Work may occur in the field or office. Field work may occur outdoors in various types of weather or in unpleasant conditions (e.g. extreme desert heat, rough or uneven terrain). Work environment has exposures to unusual elements, such as extreme temperatures, dirt, dust, fumes, unpleasant odors, nearby heavy equipment or traffic, and/or loud noises. May involve some exposure to aggressive visitors. Occasional travel throughout district or state may be required, with overnight stay at hotels and/or spike camps. Schedule may be modified, with notice, depending on district projects and needs.		
TELEWORK DESIGNATION		
This position is designated as not telework eligible.		
SPECIAL REQUIREMENTS:		
Possession of a valid Class C Driver's License is required. Duties performed may require participation in the DMV Pull Notice Program.		
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



State of California
Department of Parks and Recreation

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