

Task Statements

Environmental Scientist

Task #	Task Statement
1.	Conduct scientific studies to research questions for the protection of public health, natural resources, and the environment.
2.	Prepare and/or review environmental and scientific documents in compliance with various State and federal laws (e.g., California Environmental Quality Act [CEQA], Clean Water Act) or to meet departmental objectives.
3.	Collect data through use of scientific sampling techniques and equipment in accordance with project objectives and study protocols.
4.	Conduct literature and/or archival research (e.g., internet, library) to retrieve and compile information and data pertinent to projects and environmental goals and objectives.
5.	Collect and/or analyze samples and data for the purpose of regulatory compliance, enforcement, and/or departmental objectives.
6.	Summarize data and information obtained from various sources (e.g., research studies, databases, investigations, environmental sampling, scientific analysis, geographic data) into reports to ensure accurate and clear documentation of results.
7.	Conduct inspections, evaluations, investigations, or interviews to ensure compliance with statewide laws, regulations, and/or departmental objectives.
8.	Select and/or develop environmental sampling techniques, tools, methods, and equipment to address program and research needs.
9.	Make recommendations regarding environmental issues based upon best available scientific findings.
10.	Analyze scientific data and technical reports using scientifically-acceptable methods (e.g., statistics, models, software tools) to prepare summaries and other documentation for research, regulatory purposes, departmental objectives and/or legislative mandates.
11.	Analyze and make recommendations regarding the effectiveness and/or efficiency of programs and/or procedures.
12.	Advise management on the relevance of projects in relation to agency objectives.
13.	Review and edit written documents (e.g., technical reports, project recommendations, restoration plans, program guidelines) to ensure proper content, consistency, completeness, and accuracy.
14.	Prepare and write documents (e.g., scientific and technical reports, regulatory permits, program guidelines, policies, draft regulations).

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15.	Write correspondence (e.g., letters, memos) to staff, management, other interested stakeholders, and the public to communicate scientific and technical information.
16.	Write and edit environmental documents as part of the project planning process to ensure compliance with State, federal and local laws and regulations.
17.	Deliver oral presentations concerning environmental or natural resources issues to inform interested parties.
18.	Represent the department by appearing before other governmental, legislative, public and private entities to communicate program activities, progress, and priorities.
19.	Provide consultation and advice for agencies and institutions engaged in related environmental requirements to ensure compliance with environmental laws, regulations and/or Agency objectives.
20.	Respond to inquiries (e.g., public, legislative offices, government agencies, special interest groups) about departmental activities to address concerns and issues.
21.	Consult with and/or advise other agencies and institutions engaged in environmental analysis, management, planning, regulation, investigation, and/or research.
22.	Perform planning activities by assessing needs and opportunities to ensure program goals and objectives are achieved.
23.	Prepare work plans including the development of goals, timelines, objectives, tasks, and identifying resources needed to complete the project.
24.	Provide technical expertise in the areas of environmental science or natural resource management to staff and outside agencies to assist in the development and analysis of programs and projects.
25.	Maintain project schedules by updating and revising activity and milestone schedules, resource requirements, and other task-related information to ensure accurate, updated project information and statistics.
26.	Analyze and evaluate the effectiveness of projects (e.g., assessing the effectiveness of project methodology, reviewing the results of a project completion strategy).