

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21)

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0762-012
UNIT NAME AND LOCATION Habitat Conservation Program	CLASS TITLE Environmental Scientist
INCUMBENT vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0762-012

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under close supervision of the Senior Environmental Scientist (Supervisor), located at the Central Region headquarters in Fresno, the incumbent is responsible for conducting the identified activities related to environmental review and permitting of land and water development projects; represents CDFW's interests with the ongoing environmental review and permitting of land and water development projects within Monterey and San Luis Obispo Counties, or other assigned portions of the thirteen county Region 4 area, through the California Environmental Quality Act (CEQA); addresses issues related to ecological impacts, including construction projects and operations and maintenance of constructed development and infrastructure projects on a multi-species, multi-habitat basis within the Central Region and as they may apply in principle statewide; implements and helps develop emerging conservation strategies and mitigation programs.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</b>
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>CEQA Document Review:</b> Review and evaluate CEQA documents in applicable trustee, responsible and lead agency roles with a focus on an assigned geographic region and/or project type, including Notice of Exemptions, Notices of Determinations, Initial Studies, Negative Declarations, Environmental Impact Reports, and No-Effect Determination requests. Review and evaluate associated environmental documents and technical studies, including biological reports, hydrologic studies, and proposed mitigation plans.</p>
45%	<p><b>CEQA Compliance:</b> Coordinate CEQA review including coordination with lead and responsible agencies; help ensure CEQA compliance for LSA and CESA permits, in applicable trustee and responsible and lead agency roles. Prepare and track written comments on CEQA and related environmental documents and technical studies. Assist in preparing CEQA documents when CDFW is lead agency. Participate with other agencies and private parties in assisting the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife.</p>
10%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Attends training to enhance skills associated with performing essential functions within the CEQA and CESA Programs. Maintains professional and technical qualifications through training, conference attendance, and/or professional committee participation. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local coordinated resource management groups, and other organizations. Assists with cataloging and organization of scientific equipment. Assists in tracking inventory of CEQA Program equipment and supplies. Assists as needed to schedule repair of equipment (including vehicles).</p>

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	<p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Basic principles of land, water, fish, wildlife, and other natural resources; principles of ecology; soil sciences, resource management, hydrology, geology, and; statistical methods; natural resources, and the environment; California and Federal environmental laws, rules, regulations, and requirements; hydrology, geology, and concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies.</p> <p><b>Ability to:</b> Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to act independently with guidance from senior staff, work well in a team setting; apply open-mindedness, flexibility, and tact; maintain professional personal appearance; reliability and keenness of observation.</p> <p><b>Interpersonal Skills:</b> Strong interpersonal skills, with an ability to successfully engage in teamwork, and a desire to coordinate with other staff with their technical and professional development. A sound degree of personal initiative, environmental and work ethic, and team orientation.</p> <p><b>WORKING CONDITIONS:</b></p> <p><b>Able to:</b> work unusual and/or long hours; occasional attendance at evening public meetings; travel frequently; spend multiple days in the field assessing habitat conditions in adverse weather or terrain; walking in and through rural terrain where outdoor marijuana grows occur; hiking over rough terrain with no vehicle access; operating a 4WD vehicle off highway, over rough terrain on a weekly basis; operate an all-terrain vehicle occasionally.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

<b>PRINT SUPERVISOR'S NAME</b> Larry Bonner (Senior Environmental Scientist (Supervisory))	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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**EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.**

<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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