

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 mission.

INSTRUCTIONS: 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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – (location TBD)	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0765-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the direction of a Senior Environment Scientist (Supervisory) and within the Bay Delta Region's Habitat Conservation Program, the incumbent is responsible for preparing, tracking, reviewing, editing, and commenting on complex California Endangered Species Act (CESA) permits, California Environmental Quality Act (CEQA) documents, Lake and Streambed Alteration Agreements (LSAA), and related environmental documents in the Bay Area, primarily within Sonoma County and focusing on the Santa Rosa Plain, Napa, Marin, and Solano counties. Duties also include providing technical support to regional Habitat Conservation staff on CESA and mitigation land acquisition, supporting mitigation and conservation banking, conducting the most complex mitigation negotiations, developing procedures and standards to mitigate for impacts to candidate, threatened, and endangered species, and developing regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies. The incumbent will independently identify problems, develop courses of action, and conduct extremely complex and difficult scientific investigations and studies on issues of major importance to the California Department of Fish and Wildlife (CDFW). A high degree of personal initiative is expected, including applying the best available technical information in writing and presentations to provide significant positive consequences for the public, CDFW, and trust resources. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups. Specific duties and responsibilities are as follows:

PERCENTAGE OF TIME PERFORMING DUTIES	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.)
40%	ESSENTIAL FUNCTIONS: Endangered Species Consultation/Coordination/Permitting: Prepare, review, track, and edit complex CESA permits and Consistency Determinations (Fish and Game Code, §§ 2081, subdivision (b), 2080.1, 2089.2, et seq.), primarily in Sonoma County focusing on the Santa Rosa Plain, Marin, Napa, and Solano counties.
20%	Technical Support: Provide technical support to Habitat Conservation staff on CESA and mitigation land acquisition, support mitigation and conservation banking, conduct the most complex mitigation negotiations, develop procedures and standards to mitigate for impacts to threatened and endangered species, and develop local and regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies.
15%	Lake and Streambed Alteration Consultation/Coordination/Permitting: Prepare, review, and track complex LSAAs, primarily in Sonoma County focusing on the Santa Rosa Plain, and Marin, Napa, and Solano counties. Prepare Notices of Violation and Natural Resource Injury Assessments.
10%	CEQA Review: Prepare comment letters for, review, track, and edit complex CEQA and related environmental documents, primarily in Sonoma County focusing on the Santa Rosa Plain, and Marin,

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	<p>Napa, and Solano counties. Act as lead person in the development of CEQA documents where CDFW is a CEQA lead agency.</p>
<p>5%</p>	<p>Coordination: In coordination with CDFW staff, state and federal agencies, and with experts in the field, develop conservation measures for candidate, threatened, endangered, and rare species, and special concern species that can be incorporated into CESA permits, LSAAs, and CEQA comment letters and documents. Maintain effective public relations and close liaisons with other government agencies.</p>
<p>5%</p>	<p>Scientific Analysis: Conduct extremely complex resource assessment and other analyses necessary for conservation planning. Review and comment on studies and monitoring plans put forth as necessary for conservation plans.</p>
	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p>
<p>5%</p>	<p>Implement Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific participation, and keeping current on scientific literature.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; 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; and recycling issues.</p>
	<p>In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p>Ability to: 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 public health and environmental issues.</p>
	<p>In addition to the above, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to</p>

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	<p>nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Demonstrated ability to act independently and take direction, lead, and work well in a team setting; apply open-mindedness, flexibility, and tact; maintain professional personal appearance; maintain professional and respectful demeanor at all times; maintain a positive attitude and consistent quality of work during times when workload is heavy and under pressure; demonstrate confidence in abilities and decisions; willingness to work through and effectively and reliably analyze highly complex issues both independently and collaboratively; working knowledge of various state and federal permitting processes related to CESA, CEQA, and LSAA.</p> <p>Interpersonal Skills: Strong interpersonal skills, with an ability to motivate staff and encourage teamwork, and a desire to help staff with their technical and professional development. High degree of personal initiative, environmental and work ethic, and team orientation. Work cooperatively with other CDFW staff, and state, federal, and non-governmental organization partners; communicate effectively, respectfully, and positively with superiors and all coworkers and external partners.</p> <p>WORKING CONDITIONS:</p> <p>Work on a computer for prolonged periods and operate office equipment (computers, copies/scanners, fax machines, telephones, etc.). Attend frequent site visits and meetings away from office. Field work is completed year-round and may be required in sometimes remote locations, rugged terrain, and/or adverse weather conditions. Work may be physically demanding for short periods of time. Must be able to operate a motor vehicle (with and without four-wheel drive [4WD]) and be prepared to travel using a State vehicle.</p>

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Melanie Day, Senior Environmental Scientist (Supervisory)		

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.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
VACANT, Senior Environmental Scientist (Specialist)		