

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

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.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE ECOSYSTEM CONSERVATION DIVISION/REGION 2	POSITION NUMBER (Agency-Unit-Class-Serial) 565-231-0765-905
UNIT NAME AND LOCATION HABITAT CONSERVATION PROGRAM/NORTH CENTRAL REGION	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:
 Under the general direction of the Senior Environmental Scientist (Supervisory) and in accordance with the Interagency Agreement 43A0398 A1 for services between CDFW and the California Department of Transportation (Caltrans), the Limited Term Full-Time Senior Environmental Scientist Specialist is responsible for serving as a CDFW Region Advance Mitigation Liaison to Caltrans for the development and implementation of CDFW's Advance Mitigation Program. Review, process, track and permit advance mitigation credits within CDFW, including Mitigation and Conservation Banks (Banks) and Mitigation Credit Agreements (MCAs). Responsible for reviewing bank property real estate documents and conducting due diligence reviews of entities holding or managing bank property. Duties also include providing technical support, developing procedures, guidelines and standards, and developing regional approaches and positions in coordination with headquarters staff on advance mitigation. Projects may be identified statewide by Caltrans for this position to review and complete. Duties include the following functions:

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%	<u>ESSENTIAL FUNCTIONS:</u> Advance Mitigation Review: Lead in biological and administrative review and processing of advance mitigation proposals, including Bank and MCA documents, site assessments, credit evaluation including wildlife connectivity mitigation credits, correspondence, and current associated fees consistent with the Fish and Game Code. Coordinate with Bank and MCA sponsors, landowners, land managers, conservation easement grantees, and endowment holders, regarding Bank and MCA proposals, and amendments.
20%	Advance Mitigation Establishment: To aid with Bank and MCA establishment, review title reports for real property proposed for acquisition, conservation easements or fee title for Banks and MCAs. Review of title includes evaluating the title encumbrances and their effect on the conservation values, endangerment to the validity of the conservation easement, and questionable vesting. Review of deeds

DUTY STATEMENT

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.)
	<p>and conservation easements, agreements, and other documents involved in acquiring real property in easement or deed. Coordinate with Senior Right of Way Agents and Land Surveyors to verify legal descriptions and accuracy of exhibits.</p>
15%	<p>Advance Mitigation Implementation: Tracking of advance mitigation credits, including Banks and MCA tracking, ongoing compliance, processing CDFW permits associated with advance mitigation, including California Endangered Species Act (CESA) permits, Lake and Streambed Alteration (LSA) Agreements, and associated California Environmental Quality Act (CEQA) documents. Coordinate with local, state and federal agencies and project proponents in environmental review and appropriate permitting for Banks, MCA, CESA, LSA and CEQA development, implementation and compliance.</p>
10%	<p>Coordination within CDFW and Caltrans Staff: Collaborate with headquarters staff in updating, drafting and understanding policies, procedures, and regulations consistent with the Fish and Game Code related to advance mitigation and pre-advance mitigation planning. Coordinate with statewide Caltrans Liaison team members for consistency and cross collaboration, and Caltrans to provide project updates and gain insight on priorities and projects. Independently represent the Banking and MCA Program during inter-agency and intra-agency working groups and/or teams, workshops, seminars and trainings to facilitate Banking and MCA Program goals and requirements</p>
5%	<p>Entity Due Diligence: Conduct Due Diligence review for entities that are proposed to hold and/or manage interest in conservation lands.</p>
5%	<p>Personal Development and Training: Develop work plans and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; maintain professional qualifications; complete mandatory training.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration: Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of regional goals and objectives. Other duties as assigned.</p> <p>Special Personal Characteristics: Conscientious, positive, reliable, responsible, organized, and enthusiastic; strong initiative and adaptable; strategic thinker; ability to multi-task. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult environmental management problems and new methodologies and scientific application to aid management in policy formation and implementation. Conducts business in a professional manner, is effective in achieving desired results especially for the most sensitive environmental review or planning. Effectively manages time through goal</p>

DUTY STATEMENT

<p>PERCENTAGE OF TIME PERFORMING DUTIES</p>	<p>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.)</p>
	<p>setting, prioritization and work planning. Manages overtime in accordance with labor agreements and direction of management. Ability to organize/ manage projects independently, serve as lead in special/complex projects, and mentor assist Supervisor in training new and junior staff.</p> <p>Interpersonal Skills: Effective written and verbal communication skills; persuasive communication abilities; ability to build and maintain positive relationships; builds trust through honest communication and actions; strives to listen to others and understand their interests, concerns, and ideas; works independently and as part of a team; interacts effectively with others to achieve goals. Demonstrated ability to make independent judgements, be open-minded, flexible, and tactful. Complete training necessary to fulfill job description.</p> <p>WORKING CONDITIONS: This position works in an office setting. A telework schedule may be considered. Attend meetings, conduct presentations, and work with regional and headquarters staff to complete work assignments. Occasional travel is required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include an overnight stay. Must be able to deploy with short notice for extended periods (up to 7 days) that may include overnight stay, longer days and field work hiking over uneven terrain and in inclement (hot, cold, and wet) weather may be required. This position requires the possession of a valid California's Driver's License. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions.</p> <p>POSITION TERM: This position is 12 months Limited Term (LT) and may be extended up to 24 months or become permanent. If you currently have permanent status in your position and have passed probation, you have mandatory reinstatement rights into your former position at the end of this LT appointment. If you have not had prior permanent or probationary civil service status, you will be separated from State service.</p>

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

<p>PRINT SUPERVISOR'S NAME</p> <p>Ian Boyd</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
---	--------------------------------------	--------------------

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.

<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
-------------------------------------	------------------------------------	--------------------