

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
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DFW DIVISION/BRANCH/REGION/OFFICE North Central Region – Gray Lodge Wildlife Area	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0762-905
UNIT NAME AND LOCATION North Central Region– Gray Lodge Wildlife Area	CLASS TITLE Environmental Scientist- Limited Term
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the close supervision of the Senior Environmental Scientist (Supervisory), the incumbent will be a member of the North Central Region Invasive Weed Strike Team and assist other programs with lands responsibilities in meeting the objectives of the North Central Region Invasive Weed Strike Team Grant on state owned lands. The Environmental Scientist will take lead responsibilities in developing and implementing ecologically sound invasive weed reduction plans and projects on department lands, draft and assist in managing contracts, coordinate field work activities, collect and organize data, submit project tracking and monitoring requirements, prepare environmental compliance documents and correspondence, and answer routine questions from the public relative to the Strike Team projects. The Environmental Scientist is responsible for planning and implementing wildfire resiliency projects. This includes project management, mapping, tracking progress towards program objectives, planning, and developing contracts, and adaptive management. The incumbent will collaborate within the conserved lands team, and various agencies and stakeholders throughout the region to maximize the benefits of these projects.

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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Invasive Weed Control Assessment and Project Planning:</u> Perform assigned natural resource management tasks including investigations, analysis, research, fish and wildlife habitat and species surveys, and studies involving forestland, rangeland, and shrubland resiliency and fire hazard risk, necessary to prepare for conducting fuels reduction, and habitat management on department owned lands for the purposes of invasive weed reduction, native plant enhancement, wildfire resiliency, and species and habitat conservation. Coordinate with other stakeholders on landscape-wide invasive treatment strategies and consult various ecological restoration and wildfire risk tools. Invasive weed control project plans may include tree removal and/or pruning, prescribed fire, livestock grazing, mastication, or herbicide application. Layout project area boundaries, flag natural and cultural resource protection zones, prepare maps with Geographic Information System (GIS) support, validate maps, and conduct surveys to collect data.</p>
25%	<p><u>Project Management and Reporting:</u> Draft contract and project planning documents to implement high priority project needs. Coordinate with department staff, project contractors, and subcontractors to ensure tasks are being completed, and timelines are being met or adjusted, as necessary. Oversee project implementation to ensure all contract requirements are being met and the treatments meet the project objectives. Review invoices to ensure they are within the contracted tasks and provide recommendations for approval to the Senior Environmental Scientist (Supervisory). Track and report treated acres associated with each project using GIS software and design appropriate monitoring strategies to track progress towards completion of grant objectives. Develop grant documents including annual performance reports, budgets, and grant applications.</p>

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25%	<p><u>Project Environmental Review and Compliance:</u> Analyze potential project impacts to fish and wildlife resources and identify Best Management Practices (BMPs). Use professional judgment in the level of environmental compliance needed on project-by-project basis; prepare regulatory and compliance documents; remain current on pertinent environmental laws and regulations. Complete initial studies and required documentation (including exemptions, negative declaration, and/or Environmental Impact Report). Prepare correspondence and answer questions from staff, stakeholders, agencies/departments, and the public.</p>
5%	<p><u>Public Engagement and Coordination:</u> Attend public meetings and make presentations on relevant subject matters to various groups. Purchase, maintain, and track project equipment used within the Region and loaned to other Region Offices. Arrange for and coordinate loans of necessary equipment and staff.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Prepares and submits monthly time expenditure reports, expense claims and activity reports per policy, and participates in annual performance appraisals and individual development plans in conjunction with the supervisor. Maintains professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Perform other duties as required to assist in the department’s mission and assist other agencies related to that mission when requested.</p> <p><u>Special Personal Characteristics:</u> Strong written and verbal communication skills, a demonstrated ability to work independently with a high degree of initiative and flexibility. Extensive experience performing spatial analysis and deep understanding of Environmental Systems Research Institute, Inc. (ESRI) products such as ArcMap, Arc GISPro, ArcGIS Survey123, StoryMaps, and FieldMaps.</p> <p><u>Interpersonal Skills:</u> Build trust through honest communication and actions, strives to listen to others and understand their interests, and maintains effective working relationships with other staff, managers, members of the public, key agency personnel, and stakeholders with a high level of professionalism.</p> <p><u>WORKING CONDITIONS:</u> Ability to use a computer and keyboard several hours a day including familiarity with Microsoft Office software; complete office tasks that require sitting, standing, and walking. Responsibilities are split between office and fieldwork. Office work will entail attending meetings and conference calls, researching, reviewing, and developing documents in addition to working with regional staff, interacting with headquarters staff and members of the public via e-mail, telephone and through virtual meetings. Ability to work outdoors for up to week-long trips, operate Four Wheel Drive (4WD) and All-Terrain Vehicles, wade in streams, and walk over uneven outdoor terrain carrying a 30 lb. backpack for up to 6 hours. This position requires the possession of a valid Driver’s License. Ability to drive for up to 8 hours. Travel or hike over uneven terrain, up and down steep terrain, long distances by foot in wet and cold weather to hot and dry weather. Occasional overnight travel to reach some project locations may be required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Must be able to deploy with short notice for extended periods (up to 7 days) that may include overnight stay. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions. Work schedules may include long irregular hours, early mornings, evenings, late nights, and weekends.</p>

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

<p>PRINT SUPERVISOR’S NAME</p> <p>Tim Hermansen</p>	<p>SUPERVISOR’S SIGNATURE</p>	<p>DATE</p>
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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.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE