

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 South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-541-0762-001
UNIT NAME AND LOCATION Inland Fisheries, Seal Beach	CLASS TITLE Environmental Scientist
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-541-0762-001
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist Supervisor, the Environmental Scientist is responsible for regional coordination of activities related to Quagga/Zebra mussel prevention, eradication, control, research and outreach. This position requires an in-depth knowledge of administrative procedures, Department policies, applicable environmental laws and ecological principles. Duties include the following essential 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%	ESSENTIAL FUNCTIONS: QUAGGA/ZEBRA MUSSEL AND INVASIVE SPECIES PLANNING AND IMPLEMENTATION: Participate as a member of a statewide team of invasive species specialists to complete and implement the quagga mussel strategic plan and site-specific rapid response plans for areas within the incumbent's region. Position will work with other invasive species as needed, especially for early detection, rapid response and invasive species control. Meet/conference call regularly with other team members to provide updates on plan developments, exchange information of value to assist each other, and work together to develop creative solutions and share them with others throughout the state. Coordinate with other California Department of Fish & Wildlife (CDFW) biologists to gather specific information about species, habitats, and fisheries programs and provide the information to planning efforts. Review plan documents and provide comments. Maintain and enhance partnership approaches with the federal agencies and agencies from adjacent states.
30%	CONVEYENCE INSPECTION AND DECONTAMINATION: Work with the departments of Food and Agriculture and Parks and Recreation to inspect and clean boats suspected of carrying quagga/zebra mussel adults or larvae. Train marina and boat ramp staff throughout the South Coast Region in protocols for inspection and decontamination. Work with water districts to ensure proper inspection and decontamination methods are used.
10%	MONITORING PROGRAM DEVELOPMENT: In coordination with the Departments of Parks and Recreation, Boating and Waterways, Water Resources, Food and Agriculture, and California Sea Grant, develop a citizen monitoring network to collect data on presence or absence of quagga/zebra mussels and other invasive species in California. Monitor other invasive species as needed.
10%	STAKEHOLDER OUTREACH AND EDUCATION: Utilize existing outreach and education programs to make presentations, interact with media, and otherwise educate the boat-based business community and the public on the economic and ecological impacts of quagga/zebra mussel and other invasive species introduction. Assist in the development and review of pathway specific materials and distribute materials throughout the incumbent's region.
5%	PERMITTING AND AGREEMENTS: Assist in the preparation and review of letter permits, containment plans, decontamination procedures and eradication programs for entities (private marinas, water districts, etc.) located within the incumbent's region.

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<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>OTHER DUTIES: Perform administrative duties such as completing and filing time sheets, expense claims, vehicle logs, and ordering supplies; operate and maintain the equipment used in operation of the program. Under the supervision of a Senior Environmental Scientist Supervisor assist in performing administrative duties including hiring and leading scientific aides, technicians and interns. Attend job required training to update technical skills in fish population estimation, fish survey protocols, watershed assessment techniques, software applications and restoration methods. Prepare and conduct training for regional staff and field crews as needed.</p> <p>Special Personal Characteristics: Ability to adapt to changes in priorities and work assignments.</p> <p>Skill to: Must possess strong written and verbal communication skills and be able to assess and develop local policy concerning resource issues; make independent decisions; and direct the work of others. It is essential that the incumbent has strong abilities to work with people and to identify and assist in the development of partnerships. Must possess strong organizational skills and the ability to track and meet multiple deadlines. Operate office equipment (computers, copies/scanners, fax machines, telephones, etc.); operate vehicles (with and without 4WD); plan and facilitate staff, topic specific and regional meetings; and review and manage budgets.</p> <p>Interpersonal Skills: Ability to work cooperatively and productively as a member of a team to achieve a common goal. Ability to communicate with constituents and coworkers with tact and diplomacy, especially concerning difficult and sensitive issues. Strong verbal skills with emphasis on being positive and pro-active. Should possess strong listening skills; Incumbent must be able to use creative thinking to develop problem solving ideas and to negotiate mutually agreeable solutions. Able to make sound decision based upon policies and regulations.</p> <p>WORKING CONDITIONS: The position is based in the Seal Beach Office. The position will routinely be required to conduct field work in wet and dry conditions carrying bulky items throughout the region's watersheds. The position will need to attend scheduled meetings and training in the Seal Beach Office, the San Diego Office and throughout the state, which will require overnight travel.</p>
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>	
<p>PRINT SUPERVISOR'S NAME Matthew Lucero (OOC)</p>	<p>SUPERVISOR'S SIGNATURE</p> <p>DATE</p>
<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>	
<p>PRINT EMPLOYEE'S NAME Vacant</p>	<p>EMPLOYEE'S SIGNATURE</p> <p>DATE</p>