

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

☐ **CURRENT**

NCR 20-023/024

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	POSITION NUMBER (Agency-Unit-Class-Serial) 565-281-0762- 905
UNIT NAME AND LOCATION Conserved Lands Program, Rancho Cordova	CLASS TITLE Environmental Scientist Permanent Intermittent
INCUMBENT	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 Supervisor, the incumbent is responsible for conducting the identified activities. Performance of specified activities will require a comprehensive knowledge of scientific study design, the natural history of California flora and fauna, statistical analysis, and ecological principles. Incumbent will perform complex and technical scientific work related to biological resource assessments and natural resource management, and plan and conduct complex surveys on terrestrial and aquatic flora and fauna. A high degree of personal initiative and individual effort is expected. 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.)
	<u>ESSENTIAL FUNCTIONS:</u>
40%	<u>Conserved Lands Assessment/Monitoring:</u> Design, organize, and conduct complex field assessments and studies of terrestrial and aquatic flora and fauna with a focus on species present on Department lands. Perform invasive species surveys and help facilitate the removal of said species. Conduct surveys and studies including those involving habitat assessments, population and community surveys and inventories. Prepare technical reports and papers in peer reviewed publications. Prepare camera array surveys and may act as lead for scientific aides.
30%	<u>Range Management/Fire Resiliency:</u> Monitor and document grazing practices and impacts on approximately 30,000 acres of grazed areas in five countries. Initiate studies understanding the impacts of grazing on Departmental lands, identify areas which will benefit from grazing. Help design grazing permits and agricultural leases. Assess where fuel loads need to be addressed and proactively work with partners to increase fire resilience on Department owned lands.
10%	<u>Coordination/Communication:</u> Communicate with the public and adjacent landowners. Coordinate with other Department programs, State and Federal agencies. Primary coordination will involve communicating with Department programs and branches, including Resource Assessment, Cannabis, Fisheries, Habitat Conservation, Wildlife, Cal Fire, County government. Some assessments may involve illegal activities and may need coordination with Law Enforcement Division (LED) and or Cannabis group.
10%	<u>Implement Individual Development Plan Objectives:</u> Maintain professional qualifications through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature. Conduct original and pertinent research related mostly to range lands and habitats present on Department lands.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
10%	Prepare monthly reports such as time sheets, travel expense claims, and mileage logs. Incumbent will attend staff meetings as directed.

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	<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>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>DESIRABLE QUALIFICATIONS:</p> <p>Skill to: Certified Range Manager, coordinate with other Departments programs including Resource Assessment, Habitat Conservation, Wildlife Programs as well as Cal Fire, UC Extension, California Conservation, Bureau of Land Management, US Forest Service and others.</p> <p>WORKING CONDITIONS: Use of 4 Wheel Drive Vehicles. Work in office setting using computers. Field-oriented activities may occur under a wide variety of conditions including inclement weather and requires foot access to study plots in steep/rugged terrain throughout northern California.</p> <p>Other: A valid driver's license is required and willingness to wear a uniform.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Mario Klip	SUPERVISOR'S SIGNATURE	DATE
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