

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

☐ **CURRENT**

E-WLB 21-034

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 WFD/Wildlife Branch/Wildlife Diversity	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-004
UNIT NAME AND LOCATION Conservation and Recovery Unit	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-004

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Conservation and Recovery Unit Supervisor, incumbent is responsible for providing direction, guidance, and technical expertise for statewide Department wildlife conservation programs, and functions as a statewide lead for the conservation and recovery of high priority native, nongame wildlife and their habitats, focusing on avian species. Incumbent serves as a department representative on interagency teams, technical working groups, and policy teams. Incumbent is also responsible for overseeing drought-related monitoring and management projects, assessing the status of and supporting recovery efforts for California bird species of special concern, fully protected bird species, and bird species listed or being evaluated for listing under the State and federal endangered species acts.	
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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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Coordination: Serve as statewide lead and coordinator for bird conservation and recovery, including raptors. Identify and help resolve complex, difficult, and highly visible scientific issues involving birds, other native wildlife, and their habitats. Provide technical and policy guidance to Department leadership, Directorate science advisors, Office of the General Counsel, Fish and Game Commission staff, and Department staff statewide. Represent the Department before the Commission, Department leadership, state and federal agencies, stakeholders, and the public. Serve as the Department's lead or representative on interagency teams, technical and policy working groups, science teams, and other groups, such as Partners in Flight, tricolored blackbird conservation, avian predator management, Bank Swallow Technical Advisory Committee, Barred Owl Science Team, Pacific Flyway Council, California Condor Recovery Program, and others. Oversee the Bird Species of Special Concern report update. Coordinate closely with Habitat Conservation and CESA/CEQA permit programs and with Department staff statewide to ensure that effective measures for high priority native wildlife species are incorporated into planning and implementation of large-scale conservation plans and permits. Coordinate with federal, state, and local agencies, conservation organizations, the academic community, and private interests regarding conservation, recovery, and research for native birds.
20%	Species Assessment and Conservation: Prepare, review, and oversee the preparation and review of technical reports or publications, listing and delisting petitions, status reviews, conservation strategies and recovery plans, permits and research agreements, budget requests, and legislation and regulations relating to conservation and recovery of native

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<p>20%</p> <p>10%</p> <p>10%</p> <p>10%</p>	<p>birds, other wildlife, and their habitats. Identify needs for policy revisions or development and prepare briefing and concept papers. Coordinate and participate in statewide species surveys or monitoring.</p> <p>Drought-related Species and Ecosystem Monitoring: Design and manage projects for assessing the impacts of drought on avian species and their habitats and coordinate with statewide Department drought program staff. Oversee existing program for monitoring the effects of drought on migratory shorebirds in the Central Valley. Manage contract and grants to assess the population status of drought-vulnerable species, including tricolored blackbirds. Coordinate with Department staff, agencies, and stakeholders in overseeing program to reduce impacts to nesting tricolored blackbirds through surveys and cooperative agreements with landowners.</p> <p>Education and Outreach: Organize, facilitate, and participate in training, workshops, and meetings with Department staff and others on topics pertaining to conservation of native birds and other wildlife, including applicable laws and regulations. Prepare and oversee preparation of educational materials and web content. Prepare and present technical and popular articles, reports, and news releases and respond to media inquiries. Respond to public inquiries by phone, email, or letter. Provide expert testimony at public hearings and during legal proceedings.</p> <p>Grant Support and Management: Recommend funding priorities for conservation, research, monitoring, and management projects. Serve as liaison within Wildlife Branch to Regions and other programs regarding research, conservation programs and wildlife eligible for federal State Wildlife Grant or Traditional Section 6 Grant funding. Develop and administer contractual agreements; review, edit, and distribute contract reports. Prepare, review, and oversee the preparation and review of grant proposals.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>In coordination with the Conservation and Recovery Unit supervisor, serve as lead for volunteers, contract staff, and appropriate seasonal and/or permanent staff within the Branch. Includes interviewing, work planning, providing direction, overseeing work, monitoring performance, and budgeting. Represent the Branch and Program by participating in Department statewide working groups. Develop and implement Individual Development Plan and annual work plan; maintain professional qualifications through training, attending seminars and workshops, work planning, and assisting with interviewing, budgeting, and staff direction. Other duties as required, including generation of monthly time sheets and expense claims, completing required paperwork, implementing Department policy requirements, and assisting with Wildlife Branch priorities.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and terrestrial monitoring; 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 riparian and wetland health; 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,</p>

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	<p>geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, structured decision-making and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies. 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, analyze, and evaluate environmental data to 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; work with professionals from a variety of disciplines within and outside of State government; review and understand technical research reports on emerging environmental issues; 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; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; 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>Knowledge and Skills:</p> <ul style="list-style-type: none"> • Masters or Doctorate in ornithology, avian ecology, conservation biology or a closely related field • Professional experience in avian research, management, and conservation • Ability to prepare clear and concise scientific, technical, and non-technical written documents and correspondence, and the ability to communicate effectively with wildlife professionals as well as with the general public • Knowledge of terrestrial wildlife monitoring techniques, data processing, conservation genetics, wildlife disease, and strong statistical analysis skills • Familiarity with California's native species, their habitats and California's diverse ecosystems • Knowledge of global threats to the persistence of native wildlife populations, such as: climate change, invasive species, habitat degradation, diseases, and loss of adaptive genetic diversity • Understanding of state and federal wildlife conservation laws and regulations • Familiarity with state and federal wildlife recovery programs • Experience applying for and administering grants • Ability to effectively manage large, lengthy, complex projects • Experience working in remote field conditions and ability to lift up to 40 lbs. repeatedly throughout the day and hike long distances

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	<ul style="list-style-type: none"> • Familiarity with and ability to use Microsoft Office software, Geographic Information System software, relational databases, and statistical software platforms • Experience working in a multi-disciplinary team to achieve a common goal <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> • Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice • Ability to follow verbal or written instructions and directions • Ability to organize and prioritize work independently and complete projects on time, and to communicate with the supervisor when deadlines may not be met • A high degree of personal and professional integrity, aptitude for detail, and initiative • Empathy for, and understanding of stakeholders' values and interests <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Ability to work effectively both independently and in team environments • Ability to get along with diverse personalities while maintaining a high level of professionalism • Tactful behavior and respect for others • Ability to establish and maintain friendly and cooperative relations with those contacted in the course of work, and to communicate effectively <p>WORKING CONDITIONS: Statewide travel required. Performs duties in office environment and at various meetings and venues, and through web-based meeting platforms. Ability to direct and conduct biological resource work in the field; travel throughout the state; and work at odd hours. Ability to develop and deliver effective oral presentations before the public. Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. In addition to working with West Sacramento-based staff, interact with regional staff and members of the public via e-mail, internet conferencing, telephone and onsite to complete work assignments. Possession of CA driver's license. Ability to drive for up to 8 hours in a day. Ability to work outdoors in variable weather conditions and walk over uneven outdoor terrain carrying a 30 lb. backpack for up to 6 hours.</p>				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Daniel Applebee	<table border="1"> <tr> <th data-bbox="901 1503 1373 1535">SUPERVISOR'S SIGNATURE</th><th data-bbox="1373 1503 1520 1535">DATE</th></tr> <tr> <td data-bbox="901 1535 1373 1598"></td><td data-bbox="1373 1535 1520 1598"></td></tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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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.					
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