

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 Wildlife & Fisheries Division	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Lands Program – West Sacramento	CLASS TITLE Staff Services Manager 1 (Specialist)
INCUMBENT vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-4800-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
<p>Under the general direction of the Lands Program (Program) Manager, and in close coordination with the Wildlife Branch (Branch) Chief, the Tribal Cultural Resources Specialist is responsible for coordinating the assessment of Tribal and other cultural resources on state lands managed by CDFW and serves as the Tribal liaison for the Branch. The incumbent advises regional staff on measures to avoid impacts to cultural resources from CDFW activities, and how to incorporate cultural resource considerations into conservation and management planning documents. The Tribal cultural resource specialist assists Regions with Tribal consultations related to the development of agreements for co-management and use of CDFW lands. The incumbent supports the Branch Regulations Coordinator with Tribal engagement related to regulatory proposals and Fish and Game Commission petitions, and will work closely with the CDFW Tribal Advisor and regional Tribal liaisons to strengthen Tribal partnerships and support implementation of the Department's Tribal Communication and Consultation Policy, which is the foundation of CDFW's efforts to work cooperatively, communicate effectively, and consult with California Native American Indian Tribes.</p>	

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.)
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Tribal Cultural Resource Specialist:</u> Serves as the liaison with regional staff on Tribal and cultural resources issues. Advises regional office staff on inclusion of cultural resources considerations in Land Management Plans and other land management documents. Reviews project descriptions, drawings, maps, and photographs to assess the potential of CDFW projects to impact cultural resources. Supports regional capacity to address cultural resources issues on CDFW lands by providing or securing training, developing standard procedures or templates, and maintaining a centralized database of cultural resources on CDFW lands.</p>
35%	<p><u>Wildlife Branch Tribal Liaison:</u> Serves as Wildlife Branch liaison on the Department's Tribal Working Group. Assists with the development of regulatory and legislative proposals to streamline Tribal partnerships. Assists with bill analyses related to Tribes and cultural resources on CDFW lands. Works closely with the Wildlife Branch Chief and Branch Regulations Coordinator on Tribal outreach and consultation related to Fish and Game Commission regulatory change petitions pertaining to wildlife management and land management on Department lands. Attends Fish and Game Commission Tribal Committee</p>

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15%	<p>meetings, and other Commission meetings as needed, to facilitate collaboration on Tribal issues. Travel for project site visits/meetings/consultations will be required.</p> <p>Facilitating Co-Management: Works with the Lands Program Manager, CDFW Tribal Advisor, and regional staff to develop co-management agreements for CDFW lands, and coordinate outreach to Tribes on land management and co-management issues. Participates in consultations with Tribes on co-management and cultural resource concerns on CDFW lands; and serves on interagency teams related to Tribes and cultural resources. Participates in procedural updates related to Tribes such as appropriate naming of state and other CNRA agency properties.</p>
10%	<p>Environmental Compliance: Serves as a subject matter expert on cultural resources for DFW Programs preparing or reviewing CEQA documents. Provides technical expertise to ensure compliance with State and federal historic preservation laws and regulations including section 106 (NHPA), NEPA, CEQA, and other regulatory frameworks.</p> <p>NON-ESSENTIAL FUNCTIONS:</p>
5%	<p>Performs administrative tasks, including tracking of time worked; participates in career development, training programs, and seminars as needed to contribute to the achievement of Lands Conservation Program and Wildlife Branch goals and objectives.</p> <p>Special Personal Characteristics: Responsible, with the ability to work independently, thoroughly and with attention to detail, and in a timely manner on multiple priorities with a high level of productivity. Ability to apply knowledge and abilities to a statewide scope of work. Ability to exercise initiative and demonstrate flexibility. Ability to organize and establish workload priorities and work well under pressure.</p> <p>Interpersonal Skills: Works well in a team setting and is an effective verbal and written communicator. Shows courtesy, respect and tact towards co-workers and members of the public in a variety of circumstances. Ability to work both collaboratively and independently as appropriate to accomplish tasks.</p> <p>Also desired:</p> <ul style="list-style-type: none"> - Experience working directly with Tribes on natural resource conservation issues. - Experience with state, federal and local historic preservation laws, regulations, policies and procedures. - Knowledge of office computing and software, including Word, Excel and PowerPoint. <p>WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Attend meetings and work with staff statewide to complete work assignments. Occasional travel required.</p>

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

<p>PRINT SUPERVISOR'S NAME Michelle Selmon, Env Program Manager I</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