

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.

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| 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 and Fisheries Division | POSITION NUMBER (Agency-Unit-Class-Serial) 565-032-0762-003 |
| UNIT NAME AND LOCATION Regulations Unit | CLASS TITLE Environmental Scientist |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Regulations Unit Environmental Program Manager (RU-EPM) I, this position is responsible for leading teams in developing and reviewing high priority regulations to conserve and manage fish and wildlife resources, including for harvest and resource protection. The incumbent works in close coordination with CDFW and Fish and Game Commission (Commission) staff on complex and controversial biological and regulatory issues, including preparing and reviewing supporting rulemaking documents under both CDFW and Commission authorities to meet management, enforcement, and public needs. Performance of duties will benefit with experience from working with native species, their habitats, and knowledge of California's ecosystems, and will require comprehensive knowledge of the Administrative Procedure Act (APA), Fish and Game Code, Title 14, California Code of Regulations, CDFW structure and policies, Commission administrative procedures, and state environmental laws. A high degree of personal initiative, team coordination and sound judgement is expected in the development of solutions for complex, controversial rulemakings. 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.) |
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| 45% | <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Coordination and Analysis of Regulations: Under the direction of the RU-EPM, and in close coordination with program leads in programs and regions, the incumbent coordinates and facilitates multi-disciplinary teams involving CDFW regions, programs, and Commission staff, to draft amended regulations and regulatory change proposal documents (e.g., Initial and Final Statements of Reasons), consistent with established procedures and policies, for marine, land, water, fish, and wildlife issues of substantial complexity and statewide significance. Communicates effectively and works with all levels of staff and other agencies through facilitation of the "core team" for each rulemaking. Assists with considering economic and fiscal impacts, California Environmental Quality Act (CEQA) requirements, tribal notification requirements, and interested parties or stakeholder outreach needs. Prepares rulemaking timelines, tracking the status of proposed regulatory actions and document or mailing deadlines, follows up on action items, and communicates decisions back to core teams and management.</p> |
| 20% | <p>Coordination with the Commission: The incumbent oversees and follows progress on rulemaking items through the Commission process, responding appropriately to requests and inquiries from the Commission. Participates in Commission Agenda and full</p> |

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| 15% | <p>Commission meetings, discusses upcoming communication needs and issues with Commission staff, and executes plans accordingly.</p> <p>Regulatory working groups: The incumbent participates in working groups aimed to implement CDFW Justice, Equity, Diversity, and Inclusion priorities for improved access and equity for all Californians in the regulatory process. The incumbent assists with production of annual regulations publications (e.g., hunting and angling), and may work on the development of electronic-based regulations for broader access. Assists with compliance for internet document accessibility and posting to CDFW regulation webpages.</p> |
| 15% | <p>Program support: the incumbent may assist with several supporting duties, such as bill analyses, compiling documents for Public Records Act requests, and helping to develop training materials and guidance for CDFW staff to staff on the APA rulemaking process or of rulemaking procedures. Contributes to and updates regulation tracking logs and written procedures outlining the preparation, review, and approval of proposed rulemakings. Monitors and manages incoming correspondence from the Regulation Unit's email account.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> |
| 5% | <p>The incumbent maintains professional qualifications and expertise through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature. Attends training and conferences as needed to enhance performance in the position and program knowledge. Performs administrative duties such as prepare and submit monthly time expenditure reports, expense claims, and implement annual Individual Development Plan objectives.</p> <p>Special Personal Characteristics: The incumbent is experienced working in or facilitating multi-disciplinary teams to achieve a common goal, as well as with project management elements and timeline tracking. A high degree of personal initiative, dependability, professionalism, and integrity is expected. Other skills required include strong analytical, interpersonal, and technical writing skills; adept use of interest-based negotiation, and ability to use creative thinking to develop solutions to problems of varying complexity. The incumbent is open to feedback on performance, and able to adapt to novel challenges and shifting timelines.</p> <p>Interpersonal Skills: The incumbent is able to work independently and in a team setting; under deadlines and time constraints; communicates politely and tactfully. Possesses strong written and verbal communication skills, and is able to assess situations concerning resource issues and guide teams towards sound decisions. Demonstrates excellent listening skills and effective negotiation skills, works effectively in a diverse work environment with all levels of staff and other agencies, maintaining positive working relationships.</p> <p>WORKING CONDITIONS: Incumbent uses a personal computer and keyboard at least several hours a day, sitting or standing most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. Occasional visits to receive or hand delivery of hard copy documents to other agencies may be required, and occasional overnight travel is possible. The incumbent leads and attends virtual and in-person meetings and conference calls, as well as internal and external trainings. There may be occasional work at odd or irregular hours to meet project deadlines.</p> |

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