

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) 565-531-0765-905
UNIT NAME AND LOCATION Habitat Conservation Planning Program, Ventura County	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Environmental Scientist Supervisor, the incumbent is responsible for assisting Ventura Watershed Protection District with the Matilija Dam Ecosystem Restoration Project (MDERP). Staff will be responsible for preparing, permitting, tracking, reviewing, editing, and commenting on the remaining California Environmental Quality Act (CEQA) compliance and permitting for the remaining components necessary to facilitate the removal of the Matilija Dam include: Matilija Dam Removal and Site Restoration, Camino Cielo Bridge Replacement, Robles Diversion, Meiners Oaks Levee, Live Oak Levee and Casitas Springs Levee. A comprehensive Environmental Offset Master Plan will be developed to document how the dam removal restoration values offset the infrastructure improvement project impacts since MDERP impacts are atypical and benefits include out-of-kind elements. Duties also include providing technical support and conducting mitigation negotiations, developing procedures, guidelines and standards, and developing regional approaches and positions in coordination with Ventura Watershed Protection District staff.	

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.)
45%	<p>ESSENTIAL FUNCTIONS:</p> <p>Consistent with priorities established by the Department and Watershed Protection District, the incumbent will work with Watershed Protection District to prioritize workload. In incumbent will review, analyze, support Watershed Protection District in its Lead Agency responsibilities under California Environmental Quality Act (CEQA) Coordinate with Department staff, other regulatory and local agencies related to project review, permitting, and compliance monitoring. Incumbent will identify environmental constraints/potential impacts and opportunities, provide input on, evaluate and make recommendations regarding project alternatives, provide expertise regarding relevant regional species and habitats, participate in field data collection, field meetings, field habitat assessments, participate as a CEQA team member drafting (workshop participation), reviewing, and providing input on all phases of CEQA documentation and processing, from the pre-scoping through the responses to comments and certification. Incumbent will also provide input regarding the oversight of field implementation and maintenance of restoration projects, field data collection and preparation of technical monitoring reports.</p> <p>The Incumbent will coordinate and advise Watershed Protection District on California Endangered Species Act (CESA) any necessary incidental take permits and consistency determinations (Fish and Game Code § 2050 et seq.). Incumbent will provide guidance on permit applications for the project and Review and ensure completeness of CESA applications, analyze documentation, and prepare permitting packages.</p>
30%	<p>Consistent with priorities established by the Department and Watershed Protection District, the incumbent will work with the Watershed Protection District to prioritize workload. Incumbent will provide input on water quality, water rights, and groundwater issues in dynamic coastal watersheds and assist in the development of mitigation and/or habitat restoration plans and specifications. The</p>

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	<p>incumbent will coordinate and prepare Lake and Streambed Alteration (LSA) Agreements or Master LSA Agreement applications (Fish and Game Code § 1600 et seq.). Review and ensure completeness of LSA Notifications, analyze documentation, and prepare permitting packages. Review project mitigation and implementation to ensure they are compliant with original project documentation.</p>
15%	<p>Incumbent will support Watershed Protection District to effectively manage workload, project schedule and project specific budgets.</p>
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration: Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of regional goals and objectives. Other duties as assigned.</p> <p>Special Personal Characteristics: Conscientious, positive, reliable, responsible, organized, and enthusiastic; strong initiative and adaptable; strategic thinker; ability to multi-task. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult environmental management problems and new methodologies and scientific application to aid management in policy formation and implementation. Conducts business in a professional manner, is effective in achieving desired results especially for the most sensitive environmental review or planning. Effectively manages time through goal setting, prioritization and work planning. Manages overtime in accordance with labor agreements and direction of management.</p> <p>Interpersonal Skills: Effective written and verbal communication skills; persuasive communication abilities; ability to build and maintain positive relationships; builds trust through honest communication and actions; strives to listen to others and understand their interests, concerns, and ideas; works independently and as part of a team; interacts effectively with others to achieve goals. Demonstrated ability to make independent judgements, be open-minded, flexible, and tactful.</p> <p>WORKING CONDITIONS: Office will be located in either the Seal Beach office, Santa Barbara office, or Fillmore office, with a requirement to work from the Watershed Protection District's office in Ventura at least once a week. Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking; attend meetings and conference calls. The position may require fieldwork. A valid California Driver's license is required to drive on official state business. Driving may require travel of up to three or more hours each way including overnight travel. Work schedules may include early mornings and late nights; hiking over uneven and possibly steep or wet terrain; and work in inclement weather.</p>

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

<p>PRINT SUPERVISOR'S NAME Jennifer Turner</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.

<p>PRINT EMPLOYEE'S NAME Vacant</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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