

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 Water Branch | POSITION NUMBER (Agency-Unit-Class-Serial) 565-038-0765-053 |
| UNIT NAME AND LOCATION SWP Permitting, West Sacramento | CLASS TITLE Senior Environmental Scientist (Specialist) |
| INCUMBENT Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-038-0765-053 |

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| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS | |
| <p>Under the direct supervision of the Senior Environmental Scientist (Supervisor), and as a member of the California Department of Fish and Wildlife's (CDFW), State Water Project Permitting (SWP Permitting) Unit, the incumbent works as a Senior Technical Advisor for Delta Smelt and Longfin Smelt to develop and draft species take permits and authorizations under the California Endangered Species Act (CESA). Specifically, the incumbent will take a lead technical role in coordinating with the Department of Water Resources, the US Bureau of Reclamation, the US Fish and Wildlife Service, and the National Marine Fisheries Service on the development and implementation of CESA Incidental Take Permit (ITP) processes, including the current State Water Project (SWP) Long-Term Operations (LTO) ITP. The incumbent will develop and maintain a high-level of technical expertise on native fish and wildlife species of the Sacramento-San Joaquin Delta, with a specific focus on Delta Smelt and Longfin Smelt and collaborate with other CDFW scientists, agency scientists, outside experts, stakeholders, and consultants. The incumbent will also represent the Department in multi-agency settings related to CESA permitting as a technical expert on Delta Smelt and Longfin Smelt. Specific duties and responsibilities are as described below:</p> | |

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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.) |
| 35% | <p>ESSENTIAL FUNCTIONS:</p> <p>Participate as a CDFW Senior Technical Advisor for technical workgroups composed of consultants, agency scientists, and stakeholders. Apply Delta Smelt and Longfin Smelt expertise in the review and development of California Environmental Quality Act (CEQA) and CESA documents for the Long-Term Operations (LTO) of the State Water Project (SWP), including Environmental Impact Reports (EIRs), Incidental Take Permit (ITP) applications, and Pre-application consultations for CESA. The incumbent is expected to evaluate outputs from hydraulic and hydrodynamic water simulation models, species specific life cycle models, as well as other quantitative tools to analyze effects of SWP operations on the Bay-Delta ecosystem as part of the ITP application review. Works with a team to develop and draft CESA ITPs and Consistency Determinations and their amendments and/or extensions as the smelt technical lead. Coordinates the Department's CESA permitting process with federal, state, and local agencies. Works with other regional staff, Habitat Conservation Planning Branch, and the Office of General Council to ensure consistent development and implementation of ITPs produced within the SWP Permitting Unit. Represent the Department in multi-agency coordination with the U S Fish and Wildlife Service and other federal, state, and local agencies on permitting activities that will incidentally take candidate, rare, threatened, or endangered species under CESA.</p> |

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| <p>30%</p> | <p>SWP ITP implementation, including report review, compliance assessments, due diligence review, engaging in technical teams as a participant or lead, and adaptive management. Oversees the implementation of minimization and mitigation measures including reviewing habitat management land packages and compliance with CESA regulations.</p> |
| <p>15%</p> | <p>Develop and maintain relevant and current scientific and technical knowledge and expertise of state and federally listed species, species of special concern, ecological processes, ecosystem restoration, environmental stressors, and water conveyance in the Bay-Delta estuary. The incumbent will develop and maintain current knowledge of CDFW policies and applicable state and federal laws and regulations and participate in field activities and assist with field surveys and site visits for the purpose of project-specific permitting and implementation.</p> |
| <p>10%</p> | <p>Collaborate with agency staff, researchers, tribal partners, and stakeholder groups in identifying and resolving complex and often highly visible conservation issues related to Delta Smelt and Longfin Smelt species and their habitats. Participate in meetings and negotiations with local, state, and federal agencies, tribal governments, non-profit organizations, and the private sector. Give presentations at public meetings and conferences. Respond to requests for information from stakeholders and agencies.</p> |
| <p>10%</p> | <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative duties such as, prepare and submit monthly time expenditure reports, expense claims, and vehicle usage logs, and annual Individual Development Plan and annual work plan. Maintain and increase professional qualifications and expertise through training, conferences, workshop attendance, professional/scientific committee participation, reviewing scientific literature, and by conducting on-site habitat assessments and species surveys in coordination with CDFW staff, other agencies, and professional biologists.</p> |
| | <p>Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; is able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders' interests.</p> |
| | <p>Interpersonal Skills: Able to work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with members of the public; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment.</p> |
| | <p>WORKING CONDITIONS:</p> <p>The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference calls. The position may require travel throughout the state including overnight travel, early mornings, late nights, hiking over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle (including all-terrain vehicle), and work in inclement weather. A valid California's driver's license is required to drive to</p> |

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| | meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff. | |
| 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 |