

**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.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-058
UNIT NAME AND LOCATION Delta Habitat Conservation Unit, [location TBD]	CLASS TITLE Environmental Scientist
INCUMBENT N/A	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) N/A

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>	
<p>Under close supervision of the Senior Environmental Scientist (Supervisor) and as part of the California Department of Fish and Wildlife (CDFW) Habitat Conservation Planning (HabCon) Program, the incumbent performs work related to complex water resources and water infrastructure planning, permitting, projects, and programs within the Bay Delta Region. This work includes pre-consultation; expedited environmental review and permitting; and water resource project outreach, education, and coordination across internal and external partners with consideration for water rights, groundwater management, and climate extremes including drought and flood. This position serves to proactively address potential water resource and water infrastructure project issues for expedited and efficient review and permitting of projects. The position will also be responsible for permitting and CEQA review of non-water resources and water infrastructure projects on an as-needed basis.</p> <p>Duties require a working knowledge of fish ecology with a focus on Delta Smelt, Chinook and Sturgeon, aquatic environmental impacts and ecological principles, high personal initiative, and independent judgment. Public contacts made in the course of this work are highly sensitive and involve varied partners and stakeholders. Specific duties and responsibilities are as follows:</p>	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	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%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Proactive and Ongoing Communication and Coordination</b> Proactively engage in early pre-consultation with water resources and water infrastructure project proponents during project planning and prior to environmental review and permitting. Participate in targeted outreach and educational workshops for key partners and entities in the water resources community, including project applicants and environmental and engineering consultants, to increase understanding of consultation, environmental review, permitting, and mitigation requirements and processes. Engage in educational efforts to improve the completeness of project materials and applications submitted to CDFW to facilitate an expedited and efficient review and permitting process. Conduct ongoing, proactive coordination and engagement with project and program proponents through all phases of environmental review, permit negotiations and issuance, project and mitigation implementation, and compliance. Participate on inter-agency committees and working groups to develop impact analysis methodologies and scientific basis for determining the effects of water projects and programs on fish and wildlife for adoption in strategies to minimize impacts to fish and wildlife while maximizing water systems resilience. Coordinate with CDFW Branches and with other public agencies, stakeholders, and the general public to address issues, questions, or concerns regarding CDFW's role in water resources and water infrastructure project review and permitting.</p> <p><b>Environmental Review, Permitting, Monitoring, and Compliance</b></p>

**DUTY STATEMENT**

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%	<p>Support environmental review, permitting, monitoring, and compliance for water resources and water infrastructure projects – both traditional and nature-based - to ensure timely issuance of project permits. Engage with project proponents, consultants, and state and federal agencies from pre-consultation to initial phases of project planning to final notifications and permit applications; Lake and Streambed Alteration (LSA) permitting; California Endangered Species Act (CESA) consultation and issuance of Incidental Take Permits (ITPs); California Environmental Quality Act (CEQA) review; and coordination with project coverage under Cutting the Green Tape (CGT) as applicable. Support project readiness, completeness, and eligibility; perform desk and field reviews; identify measures necessary to avoid, minimize, and mitigate impacts of the project. Conduct field inspections and desk reviews to monitor permit compliance. Review correspondence documenting permit non-compliance and develop additional terms and remedial actions. Support coordination with Law Enforcement Division Wildlife Officers and other State and local agencies addressing non-compliance and enforcement efforts. Develop site-specific information to provide targeted recommendations to minimize and mitigate impacts of water resource projects on fish and wildlife resources.</p>
15%	<p><b>Climate Extremes Planning and Response: Drought and Flood</b>            Support coordination within CDFW and with external water resources partners on drought and flood planning and response. Evaluate traditional and nature-based water infrastructure planning, permitting, projects, and programs with consideration for climate extremes including drought and flood conditions. Provide technical support for emergency flow actions including emergency flow regulations, Voluntary Drought Initiatives/Agreements, emergency flood response, and other drought or flood agreements. Support the evaluation, design, and/or implementation of appropriate study methods, protocols, and plans for environmental review and reporting under urgent or emergent drought/flood actions undertaken in partnership with, or under the direction and permitting of, CDFW. Gather data and conduct environmental assessments and/or instream flow investigations to understand biological conditions and develop recommendations to protect fish and wildlife under drought and flood conditions.</p>
15%	<p><b>Water Rights and Groundwater Management</b>            Support technical review and coordinate on water resource project and program components outside CDFW permitting authorities including water rights review and consultation in coordination with the State Water Resources Control Board (SWRCB), groundwater management planning and implementation, and watershed restoration grant reviews.</p>
10%	<p><b>NON-ESSENTIAL FUNCTIONS:</b>  <b>Professional Development, Training, and Administrative Tasks:</b> Obtain job-related training through CDFW or outside organizations; attend trainings as needed to enhance performance in the position and program knowledge; maintain professional qualifications through training, conference attendance, professional/scientific committee participation, and reviewing current scientific literature; increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local coordinated resource management groups, and other organizations; perform other administrative duties such as the maintenance of assigned State vehicle, preparing expense claims, time reporting, weekly workload reports, progress reports, annual Individual Development Plan, and other administrative duties as required and within the period and manner requested; develop and maintain well-organized filing system(s) for all items and areas of responsibility; use Microsoft Office software to prepare clear, complete, and technically accurate reports; complete all CDFW required paperwork; manage CDFW contracts and/or grants as needed; and maintain CDFW policy requirements and CDFW/State certified training requirements.</p> <p><b>Special Personal Characteristics:</b> Demonstrate ability to: work with a high degree of initiative; maintain a positive attitude and consistent quality of work; communicate clearly both verbally and in writing; develop and maintain productive relationships while working in contentious settings; organize workload and manage time effectively; participate constructively in discussions with CDFW staff and other professionals; and maintain professional demeanor at all times.</p>

**DUTY STATEMENT**

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	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.)
	<p><b>Interpersonal Skills:</b> Demonstrate ability to: be a positive and creative problem-solver, willing to seek mutually agreeable solutions even in difficult situations; work both independently and as part of a team; follow direction from superiors; work cooperatively with other CDFW program staff, and federal, state, and non-governmental organization partners; communicate effectively, politely, tactfully, and firmly as necessary; demonstrate excellent listening skills and effective negotiation skills; and facilitate and resolve conflicts at lowest possible level. Strong interpersonal skills are highly desirable.</p> <p><b>WORKING CONDITIONS:</b> The position requires the use of a computer and Microsoft Office software up to eight hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference or video calls. The position may require travel throughout the State including overnight travel, early mornings, late nights, hiking long distances over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle (including all-terrain vehicle), may include operation or passenger on a boat and work in inclement weather. A valid California's driver's license is required to drive to meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff.</p>

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

<b>PRINT SUPERVISOR'S NAME</b> VACANT, Senior Environmental Scientist (Supervisory)	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
--	-------------------------------	-------------

**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.**

<b>PRINT EMPLOYEE'S NAME</b> VACANT, Environmental Scientist	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
---	-----------------------------	-------------