

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 BAY DELTA REGION (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION HABITAT CONSERVATION PROGRAM – Fairfield, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-010

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the close supervision of a Senior Environment Scientist (Supervisory) within the Bay Delta Region's Habitat Conservation Program, the incumbent is responsible for commenting on California Environmental Quality Act (CEQA) projects, implementing the Lake and Streambed Alteration Agreement (LSAA) program and preparing, tracking, reviewing, editing California Endangered Species Act (CESA) authorizations and other environmental review documents for projects located throughout the bay area but primarily in Santa Cruz and San Mateo Counties. Duties also include assisting in responding to public complaints and potential violations of Fish and Game Code. The incumbent represents the region, may act as the staff lead, and may provide recommendations when working with applicants, local, state and federal agencies, stakeholders, and the general public.

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%	ESSENTIAL FUNCTIONS: Lake and Streambed Alteration Agreements: Evaluate Lake and Streambed Alteration Agreement notifications for technical completeness, conduct site visits, assess on-site impacts, develop resource protection measures, and prepare draft and final documents. Screen notifications for likelihood and severity of potential environmental impacts. Based on field and/or desk review, prepare draft agreements which avoid, minimize and/or mitigate the impacts of proposed activities. Monitor compliance and effectiveness of final agreements. Respond to inquiries related to LSAA's from landowners, project proponents, interested parties, stakeholders, and the general public. Activities may require consultation and coordination with other public agencies.
20%	Environmental Review: Review, track, and prepare written comments on CEQA and related environmental documents. Prepare written comment letters for Regional Manager signature. Prepare CEQA documents when the California Department of Fish and Wildlife (CDFW) is a Lead Agency (Notices of Exemption, Notices of Determination, Initial Studies, Mitigated Negative Declarations, etc.). Participate with

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	<p>other agencies and private parties in the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife issues. Review No-Effect Determination requests and recommend a determination.</p>
15%	<p>Endangered Species Consultation/Coordination/Permitting: Prepare, review, track, and edit CESA permits, 2080.1 consistency determinations, and participate in other endangered species related projects. Conduct site visits, assess on-site impacts, develop resource protection measures, and prepare CESA and CEQA documentation for final CESA permits. Develop take avoidance measures for fully protected species.</p>
10%	<p>Compliance: Monitor and track compliance associated with CDFW issued permits. Ensure all CDFW policies and processes are implemented and provide guidance as necessary on these policies and processes.</p>
5%	<p>Maintain Communication: The incumbent is expected to maintain frequent and effective communication with the program supervisor, other team members, cooperators, the public, and the regulated community. The incumbent represents the region, may act as the staff lead and may provide consultative advice to applicants, state and federal agencies, local governments, various stakeholders, and members of the general public to address issues, questions, or concerns regarding CDFW's role in NCCPs, LSAAs, CEQA reviews, and rare, threatened and endangered species, and species of special concern.</p>
	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration: Perform administrative tasks, including tracking time worked, development of work plans, and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; attend career development and training programs, seminars, and maintain professional qualifications as appropriate to contribute to the achievement of regional goals and objectives. Other pertinent duties to the classification as assigned.</p> <p>Special Personal Characteristics: Demonstrated ability to act independently and take direction, lead, and work well in a team setting; apply open-mindedness, flexibility, tact, organization, and enthusiasm; willingness to travel and work outdoors; maintain a positive attitude and consistent quality of work during times when workload is heavy and under pressure; demonstrate confidence in abilities and decisions; and always maintain professional demeanor. Strong written, verbal communication, and organizational skills and the ability to track and meet multiple deadlines. Able to work independently to complete assignments and deadlines and make appropriate decisions and recommendations.</p> <p>Interpersonal Skills: A high degree of personal initiative is expected. Expected to maintain frequent and effective communication with the program supervisor, other team members, cooperators, the public, and the regulated community.</p>

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	<p>WORKING CONDITIONS: 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's 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 use of an All-Terrain Vehicle; and work in inclement weather. The position may require the incumbent to wear an official uniform for identification purposes.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
<p>PRINT SUPERVISOR'S NAME Wesley Stokes, Senior Environmental Scientist (Supervisory)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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, Environmental Scientist</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>