**E R2 H 23-036**

**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/OFFICENorth Central Region (Region 2) | POSITION NUMBER (Agency-Unit-Class-Serial)565-231-0835-905 |
| UNIT NAME AND LOCATIONHabitat Conservation, Rancho Cordova | CLASS TITLEFish & Wildlife Scientific Aid |
| INCUMBENT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder supervision of a Senior Environmental Scientist (Supervisor), the Scientific Aid will assist with Region’s Habitat Conservation Program’s (HabCon) Lake and Streambed Alteration (LSA) program and projects. The Scientific Aid will assist HabCon permitting staff in the evaluation of the effectiveness of mitigation and compliance measures required for the protection of fish and wildlife resources. In coordination with HabCon permitting staff, Scientific Aid will conduct site inspections to evaluate compliance with LSA agreements and monitor habitat restoration and mitigation sites as needed. The Scientific Aid will electronically track LSA compliance efforts through data entry and management, and archive LSA reports, studies, and other relevant information. |

| **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.  |
| --- | --- |
| 30%30%20%10%5%5% | **ESSENTIAL FUNCTIONS**:**Computer Processing/Data Management:** Assist scientific staff in the evaluation of the effectiveness of mitigation and compliance measures required for the protection of fish and wildlife resources. Use Microsoft Excel or similar software to design, create, modify, and maintain compliance tracking datasets for LSA projects throughout the Region. Perform data entry and management, and other office activities, as requested. Assist program staff with tracking and electronically archiving LSA reports, studies, and other relevant information. **Compliance Monitoring:** In coordination with HabCon permitting staff,conduct site inspections to evaluate compliance with LSA agreements and emergency notifications. Use species ecology, biology, and conservation knowledge to ensure project avoidance and minimization measures are being appropriately and feasibly implemented onsite. Monitor habitat restoration and mitigation sites as needed to ensure conservation goals and success criterium required by the project environmental permits are being met. Collect and summarize field data to support compliance observations. Through both written and verbal communication, keep scientific staff and management informed on compliance issues. Complete field forms, data sheets, maps, digital media, and/or GPS coordinates as necessary. Coordinate and organize project meetings and compliance visits with HabCon permitting staff, regulated entities, and law enforcement as necessary both in writing and verbally to resolve LSA agreement compliance issues. Review, track, and document compliance of LSA projects in the Region. Organize and assist in the development of LSA files and resources for scientific staff use in review, permitting, and compliance. Coordinate with CDFW tribal liaisons and partner agencies on biological data and compliance observations as requested.**Field Investigations:** In coordination with HabCon permitting staff, regulated entities, and law enforcement,respond to reports of unauthorized activities. Following approved procedures, conduct site visits as necessary to observe and record instances of potential Fish and Game Code violations. Assist with the organization of HabCon’s Violation and Complaint tracking system. conducts public outreach regarding CDFW’s environmental permitting programs.**NON-ESSENTIAL FUNCTIONS:****Equipment Maintenance:** Organize equipment, supplies, and resources associated with the Habitat Conservation Program located in the warehouse storage space. Operate and maintain (general maintenance oil changes, mileage logs, fuel receipts) vehicles.**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.**Professional Development:** Attend training as needed to enhance performance in the position and program knowledge. Perform other administrative duties such as the maintenance of assigned State vehicle, monthly preparation, and discussion of significant activities with supervisor, time expenditures reports, expense claims, and work plans.**DESIRABLE QUALIFICATIONS:****Special Personal Characteristics:** Interest in a career in biology or fish/wildlife. Interest in regulation, policy, and permitting. Familiarity with the fundamentals of fish and wildlife ecology and general concepts principles. Self-motivated, conscientious, flexible, 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 improving processes 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. Strong reading comprehension, computer processing, and data management. Ability to communicate clearly and follow procedures. Proficient with Microsoft Word and Excel. **Interpersonal Skills:** Effective written and verbal communication skills; ability to follow written and verbal instructions; 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.**WORKING CONDITIONS:** In office and field settings. A telework schedule may be considered. 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. A valid California’s Driver’s license is required to drive on official state business. Occasional travel via private or public transportation (i.e. automobile) is required throughout all 17 counties within CDFW’s North Central Region Travel may include overnight stay. Must be able to deploy with short notice to site visits throughout the North Central Region. Work schedules may include early mornings and late nights, hiking over uneven and possibly steep or wet terrain, site visits to remote areas and/or active construction sites, and work in inclement weather.  |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME**Melissa Stanfield | **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** |