

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 Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-141-0764-012
UNIT NAME AND LOCATION Inland Fisheries, Redding	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the general guidance of the Inland Fisheries Program Manager, incumbent supervises the Inland Fisheries and Wild Trout Program. The Program includes the Northern Region (NR) Aquatic Species Coordinator, District Fisheries, Invasive Mussel Program, and the Heritage and Wild Trout Program. Responsibilities are varied and include analyzing comprehensive and complex environmental issues, which require a high level of personal initiative in the application of sound scientific methods and ecological principles to natural resource assessment, management, planning and habitat restoration activities. Incumbent will represent the Department in dealings with local, State, and federal governmental agencies, Tribes, conservation groups and private landowners, and review staff input into Scientific Collecting Permits, Incidental Take Permits, Private Stocking Permits, and Pre-stocking Evaluations. Area of geographic responsibility includes all nine Northern California counties that make up the NR. Performance of specified duties requires a comprehensive knowledge of administrative procedures, Department policies, applicable environmental laws, and complex ecological principles. Public contacts made in the course of this work are highly sensitive and involve a wide degree of special interest groups. The level of consequence of error in applying the best available scientific knowledge and technical information may have highly significant and adverse consequences for private landowners, various local governments, the public, the Department, and trust resources. Specific duties include:

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><u>ESSENTIAL FUNCTIONS:</u></p> <p>Incumbent will provide strong leadership within the Northern Region Inland Fisheries Program and directly supervise the Northern Region (NR) Aquatic Species Coordinator, District Fisheries, the Invasive Mussel Program, and the Heritage and Wild Trout Program. Incumbent will plan, manage, direct, and review the work of subordinate employees consistent with Department guidelines and policies in the application of appropriate scientific methods and principles for natural resource assessment, management, planning, research, and project implementation activities as they relate to aquatic ecosystem and inland fisheries management, restoration, and recovery of threatened and/or endangered fishes. Develop Performance Appraisals for staff annually. Prepare monthly reports of activities conducted by staff. Prepare Requests for Personnel Action, duty statements, and other hiring documents. Review subordinate time sheets for accuracy; correctly code activities to fund sources and adhere to Department policies regarding overtime and leave balances. Review training requests travel advance and travel expense claims and ensure fund availability and compliance with all laws and policy. Review and respond to personnel issues and grievances in accordance with all federal law, State law, collective bargaining agreements and Department policy.</p>
25%	<p>Incumbent will provide strong leadership and coordination activities among staff from regions and branches in the Department, the three fish agencies, NGO groups, local government, tribes, private landowners, and other entities in the development of solution-oriented fisheries management actions.</p>

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<p>20%</p>	<p>Incumbent will lead and/or participate in technical teams to plan, organize, and implement solutions to identified problems in the areas of fisheries management, biodiversity planning, environmental monitoring, streamflow investigations and water resources development and management. Apply sound scientific principles in making recommendations to management regarding natural resource management, listing, recovery, and de-listing activities associated with State and federal listed threatened and endangered fishes. Meet and confer with individuals and groups to seek compliance with existing laws and regulations concerning water quality, fish passage, fish stocking, invasive species prevention, incidental take, and ESA recovery actions.</p>
<p>20%</p>	<p>Incumbent is responsible for administrative oversight of program budgets, inventory, procurement, contracts, and other administrative functions. Prepare, review, and approve various administrative documents including, but not limited to purchase requests, contracts, grants, Voyager transaction reports, property records, and telecommunication requests. Review and monitor allotments and expenditures.</p>
<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Professional Development: Implements Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Conduct original and pertinent research related to environmental resources.</p> <p>Special Personal Characteristics: 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. Maintains productivity for completed staff work that is commensurate with that of peers for similar work products (e.g., field collection of data, report, memo, and letter preparation; project and document reviews; administrative duties; attending meetings; and briefing management). 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, prioritizations and work planning. Manages overtime in accordance with labor agreements and direction of management.</p> <p>Interpersonal Skills: Leads by example, is professional, builds trust through honest communication and actions, strives to listen to others and understand their interests, and maintains effective working relationships with other staff, supervisors, managers, members of the public, key agency personnel, and interested parties. Exercises a high degree of initiative and independent judgment in working on the most difficult and sensitive environmental review or planning projects.</p> <p>WORKING CONDITIONS:</p> <p>This position is Office Centered and will be required to be in the office at least three days a week. Ability to use a computer and standard word processing software. Ability to maintain a valid California Driver's License in order to operate a State vehicle, 4-wheel-drive vehicles and all-terrain vehicles. Spend approximately 80% of time indoors attending meetings, processing emails, phone calls, and documents; spend the other approximate 20% of time outdoors in rugged terrain, hot and freezing conditions, experience biting insects, and some overnight camping. Attend meetings and hearings, work with staff statewide to complete work assignments. Wear a prescribed uniform when engaging with the public, conducting field work, and during site visits. Frequent travel is required. Work overtime as necessary.</p>
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>	

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PRINT SUPERVISOR'S NAME Jason Roberts		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