

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	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-052

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:

Under the close supervision of a Senior Environment Scientist (Supervisory) and in coordination with a Senior Environmental Scientist (Specialist) within the Bay Delta Region's Habitat Conservation Program, the incumbent will be assigned 50% responsibilities for the program function related Caltrans operations throughout the Region. In addition, the incumbent will be assigned 50% responsibilities 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 primarily located in San Mateo/San Francisco and occasionally Santa Cruz counties. Duties may also include assisting respond 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 consultative advice when working with applicants, local, state and federal agencies, stakeholders, and the general public. A high degree of personal initiative is expected. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups. The incumbent applies the best available technical information in writing and presentations to provide significant positive consequences for the public, the Department and trust resources.

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%	ESSENTIAL FUNCTIONS: Lake and Streambed Alteration Agreements: Evaluate Caltrans and San Mateo/San Francisco and Santa Cruz County LSAA notifications for technical completeness, conduct site visits, assess on-site impacts, develop mitigation measures, and prepare draft and final documents. Screen notifications for likelihood and severity of potential environmental impacts. Provide independent guidance regarding the need for LSAA's for projects and advise on process, including CEQA requirements used for LSAA issuance. 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 LSAA's. 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: Provide independent technical review and analysis of and provide comments on Caltrans and San Mateo/San Francisco and Santa Cruz County environmental documents pertaining to California Department of Fish and Wildlife (CDFW) trust responsibilities and issues where CDFW will be a responsible agency. Review, track, and prepare written comments on CEQA and related environmental documents. Prepare written comment letters for Regional Manager signature. Prepare CEQA documents when CDFW is a Responsible Agency (Notices of Exemption, Notices of Determination, etc.). Participate with other agencies and private parties in the

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	development and implementation of avoidance, minimization and mitigation measures for fish and wildlife issues. Review No-Effect Determination requests and recommend a determination.
15%	<p>Endangered Species Consultation/ Coordination/ Permitting: Prepare, review, track and edit CESA Incidental Take Permits, 2080.1 consistency determinations, and other complex endangered species related documents for Caltrans projects and projects located in San Mateo/San Francisco and Santa Cruz Counties. Conduct site visits, assess on-site impacts, develop mitigation measures and prepare CESA and CEQA documentation for final CESA permits. Develop take avoidance measures for fully protected species.</p>
10%	<p>Consultations: Consult with other agencies and CDFW staff to determine direct and indirect impacts to be addressed in LSAAs and CESA permits. Consult with CDFW Fisheries, and Conservation Engineering staff on fish passage issues associated with Caltrans projects and attend interagency fish passage workgroups.</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: Maintain frequent and effective communication with the program supervisor, other team members, Caltrans staff, 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 LSAAs, CEQA review, and rare, threatened and endangered species and species of special concern.</p>
	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p>
5%	<p>Implement Individual Development Plan objectives: Maintain professional qualifications through training, conference attendance, professional/scientific participation, and keeping current on scientific literature. Attend career development and training programs, and otherwise contribute to the achievement of the Bay Delta Region's goals and objectives. Attend training courses to stay current on LSAA, CESA and CEQA issues, impacts to fish and wildlife and associated regulatory processes.</p>
5%	<p>Routine Administrative Functions: Perform routine administrative functions associated with this position, including monthly reports of activities, progress and time reporting.</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 maintain professional demeanor at all times.</p> <p>Interpersonal Skills: Effective written and verbal communication skills; work both independently and as part of a team; ability to follow direction from superiors; work cooperatively with other Department program staff, and Federal, state, and non-governmental organization partners. Strong interpersonal skills are highly desirable.</p> <p>Knowledge of: Various Federal and state permitting processes related to CEQA, CESA, and LSAA.</p> <p>Ability to: Review and interpret engineer level design plans and communicate with technical staff on design concepts.</p>

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	<p>WORKING CONDITIONS:</p> <p>Routinely attend meetings away from the office which require travel. Operate office equipment (computers, copies/scanners, fax machines, telephones, etc.); operate vehicles (with and without 4WD). Field work may be required in sometimes remote locations, rugged terrain and/or adverse weather conditions.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Jason Faridi, Senior Environmental Scientist (Supervisory)	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 VACANT, Environmental Scientist	EMPLOYEE'S SIGNATURE	DATE