

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 Executive Office	POSITION NUMBER (Agency-Unit-Class-Serial) 565-002-0765-905
UNIT NAME AND LOCATION Science Institute, Sacramento	CLASS TITLE Senior Environmental Scientist (Specialist) – Limited Term
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of the Senior Environmental Scientist Supervisor, the incumbent will serve the Science Institute as one of the two coordinators of California's State Wildlife Action Plan (SWAP), including a 2025 review and update. The SWAP Coordinator will work with representatives from CDFW Branches/Regions and collaborate with the public, external partners, and Tribal members during the review and update process. The staff person will plan, facilitate, and conduct an evaluation of the entire SWAP and make edits to meet an October 1, 2025 deadline. The SWAP Coordinator will also work closely with other Science Institute team members with tasks related to climate change, biodiversity, and science support in the context of SWAP.

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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Serve as CDFW's statewide coordinator for on-going implementation, on-going comprehensive review, and update of California's 2025 State Wildlife Action Plan (SWAP); serve as CDFW's liaison for SWAP plan outreach internally and externally; independently collect, analyze and synthesize information provided by the CDFW Subject Matter Experts to inform the implementation and update of the SWAP; Coordinate an internal SWAP update workgroup and committee and facilitate their meetings; Incorporate all changes and additions into the SWAP 2025 final draft.</p>
30%	<p>Independently work with federal and other state counterparts to address statewide and regional issues and develop solutions for the SWAP; Work with the CDFW Tribal Liaison to engage with tribal partners in SWAP 2025 update and implementation; Plan and participate in public, external partner, and tribal nations outreach meetings, both virtually and in person; analyze and synthesize information provided by the public, external partners, and tribal representatives to inform the implementation and update of the SWAP; Incorporate all changes and additions into the SWAP 2025 final draft</p>
15%	<p>Deliver SWAP and Science Institute information to Department staff through web content, training, symposia, and other media; Give oral presentations at symposia, workshops, and other meetings to raise awareness of SWAP and Science Institute activities, and to engage with partners and stakeholder; Identify external funding opportunities and coordinating with relevant funding programs; Serve on grant review panels; Coordinate with and support other Science Institute team members to advance SWAP priorities in other conservation- and stewardship-related initiatives; Collaborate with other Department programs/regions to support SWAP and Science Institute activities.</p>
5%	<p>Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities through participation in internal and external training and the use of scientific journals; and attend career development and training programs as appropriate to contribute to the</p>

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<p>5%</p>	<p>achievement of the SWAP and Science Institute's goals and objectives.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; present relevant information at professional meetings and conferences; Participate in team building, strategic planning, and program evaluation efforts; and maintain project files and records.</p> <p>Special Personal Characteristics: Demonstrated ability to act independently; analytical; open minded to ensure observations and data support decisions; keen observer; resourceful; persistent; creative; critical thinker; self-motivated; self-assured; imaginative; tactful; and adaptable.</p> <p>Interpersonal Skills: Ability to work in a team setting; effective verbal and written communication, and ability to present to diverse audiences, specifically racially, ethnically, and socioeconomically diverse communities; ability to develop good working relationships with peers and the public; cultural competence, good listener; negotiator; responsible and accountable; flexible; and strong work ethic; and experience working directly with people from diverse racial, ethnic, cultural, and socioeconomic backgrounds.</p> <p>WORKING CONDITIONS: Office work involves sitting most of the time and the use of a computer and standard office equipment. Occasional travel may be required. Staff may have to travel for meetings, workshops, and listening sessions. Must be able to operate a motor vehicle and be prepared to travel using a state vehicle with a valid driver's license.</p>



<p>PRINT SUPERVISOR'S NAME Cassidee Shinn</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<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>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>