

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 TBD
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DFW DIVISION/BRANCH/REGION/OFFICE Marine Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-772-0765-020 / ER7 MR23-087
UNIT NAME AND LOCATION Ocean Salmon Project – Multiple Locations Considered	CLASS TITLE Senior Environmental Scientist Specialist
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of a Senior Environmental Scientist Supervisor with the Ocean Salmon Project, and for the State and Federal Fisheries Management Program within the Marine Region, the incumbent will independently perform critically important analyses of coded-wire tag release and recovery data, most notably the Ocean Salmon Project's Constant Fractional Marking reports; and lead work as a member or supporting member on several statewide, multi-state/federal, and multi-agency teams collecting and analyzing environmental and fishery data used to protect the State's salmon populations, support sustainable harvests, and inform hatchery management decisions. The incumbent will be responsible for utilizing population and fishery assessment models, developing new models and/or management objectives for stocks that lack them or stocks with emerging issues, assessing California salmon population dynamics through coded-wire tag analysis, and actively using these tools in support of California's ocean salmon management processes. Participates in or leads multi-agency state or federal work teams, including those that support the Pacific Fishery Management Council and Pacific States Marine Fisheries Commission. Other advanced duties described below include modernizing data management and analytical tools, representing the Department on inter-agency workgroups and coast-wide database teams, program development, and outreach. To be successful in independently performing the tasks identified below, the incumbent should have advanced experience or significant familiarity with salmon monitoring, data management, tag recovery programs, and fishery assessment programs implemented by state, federal or municipal agencies.

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>CALIFORNIA CODED-WIRE TAG ANALYSIS AND REPORTING: Independently produce California-specific and contractually obligated Constant Fractional Marking (CFM) reports on a timely basis, regarding natural- and hatchery-origin salmon populations as they relate to the State and Federal marking and tagging programs, ocean and bay net pen programs, in-river releases, and study releases of hatchery salmon. Analyses of coded-wire tag recovery data will also be performed to fulfill data requests pertinent to pressing po</p> <p>CALIFORNIA CODED-WIRE TAG ANALYSIS AND REPORTING: Independently produce California-specific and contractually obligated Constant Fractional Marking (CFM) reports on a timely basis, regarding natural- and hatchery-origin salmon populations as they relate to the State and Federal marking and tagging programs, ocean and bay net pen programs, in-river releases, and study releases of hatchery salmon. Analyses of coded-wire tag recovery data will also be performed to fulfill data requests pertinent to pressing policy questions, for example relating to hatchery assessment and production, trucking and other offsite releases, responses to drought stressors, and more. Perform as a lead scientist in data collection, preparation, public reporting, and maintenance of California salmon coded-wire tag recovery data via the Regional Mark Processing Center.</p>

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20%	<p>SALMON FISHERY POLICY AND MANAGEMENT SUPPORT: Support the Department’s salmon-management role in the Pacific Fishery Management Council (PFMC) arena, including support for the Council’s Salmon Technical Team, Model Evaluation Workgroup, or other Council-formed workgroups. Develop, summarize, and conduct analyses of resource data such as ocean and inland salmon fishery harvest estimates, spawner escapement and habitat issues, or fishery management and conservation objectives (e.g., escapement goals). Prepare technical reports, scientific publications, memos, presentations, and/or briefing documents detailing the outcomes of this work. Coordinate with CDFW’s inland functions on these activities as needed. Act as State/Federal Program lead on the Klamath River Technical Team, supporting the production of Klamath Basin fall Chinook spawner age determination and stock projection annual reports.</p>
15%	<p>STOCK ASSESSMENT AND FISHERY ANALYTICS: Design, maintain, document, and modify cohort reconstruction, ocean harvest, and other models for evaluating salmon fishery management options to meet fishery management plan conservation objectives, Magnuson-Stevens Fishery Conservation and Management Act requirements, Endangered Species Act consultation standards, or other policy objectives. Forecast ocean abundance estimates for Klamath River and Central Valley Chinook stocks in support of salmon resource management. Independently analyze and evaluate resulting data, and prepare reports based on the findings for use in resource management, policy, and planning. Evaluate and make recommendations on improved data collection techniques, methodologies, and resource management. Provide data, analyses, and other assistance throughout the salmon fishery management process to fishery managers and stakeholders. Design, plan, implement, and lead research projects to meet the State’s salmon management needs.</p>
15%	<p>DATABASE AND ANALYTICAL TOOL DEVELOPMENT, REGIONAL DATA COORDINATION: Serves as project lead representative in efforts to develop and implement novel data systems and software programs that house and process ocean salmon fishery catch, effort, and coded-wire tag recovery information. Assists with CDFW support of RecFIN, PacFIN, and other consolidated databases. Supports Marine Region review of external requests for Department catch data, including the development of data-sharing agreements. Supports ongoing efforts to modernize and maintain software and analytical tools used in ocean salmon monitoring, data management, and annual assessment through collaboration with Marine Region and Department Data and Technology Division staff. Coordinates with Marine Region and Department leads regarding data and technology, ocean fishery survey data, electronic harvest reporting and marine data systems, and data warehousing and reporting.</p>
10%	<p>PROJECT DOCUMENTATION, STAFF TRAINING, AND PROGRAM DEVELOPMENT: Leads development, documentation, and maintenance of project standard operating protocols for basic and advanced tasks of all types and for all staff. Develops tools for completing project tasks and documents novel methodology. Leads and coordinates the training of project staff as needed to build and ensure project capacity. This includes production and maintenance of training materials. Participates in program meetings and offers support for program development and special projects.</p>
5%	<p>COORDINATION AND PUBLIC OUTREACH: Develop and maintain cooperative relations and effective communication with other CDFW resource assessment projects, sport and commercial user groups, and other State, tribal, or federal government agencies. Represent the Department before resource interest groups and give presentations on the results of Department resource assessments. Prepare materials for public and management hearings on natural resource management issues related to salmon. Develop, update and maintain web-based and other outreach materials supporting the work of the Ocean Salmon Project and/or salmon management and regulations.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> ADMINISTRATIVE/PROFESSIONAL DEVELOPMENT: Performs administrative functions including tracking and preparing budgets, purchasing supplies, and maintaining field, lab, and office equipment. Develops skills and abilities through training and assignments.</p>

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	<p>Special Personal Characteristics: The incumbent leads seasonal staff and may coordinate volunteers. A high degree of personal initiative, dependability, professionalism and integrity is expected. The incumbent is open to feedback on performance; is able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders' interests.</p> <p>Interpersonal Skills: Able to work independently and in a team setting; provide leadership in accomplishing the functions and objectives of the Ocean Salmon Project; ability to mentor new staff members; communicate politely, tactfully, and firmly as necessary with members of the public; demonstrate excellent listening skills and effective negotiation skills; be able to lead a field project; and work effectively in a diverse work environment.</p> <p>WORKING CONDITIONS: Staff will work a 7/40 work schedule. Weekend work, early morning and late-night work hours are occasionally required with advance notice. The majority of work will be performed in an office or telework setting with adequate lighting, heating and ventilation. Ability to use a computer several hours a day. A portion of the work will be performed in fish processing labs, fish holding areas, and/or in the field. Attend meetings and hearings; work with staff statewide to complete work assignments. Remote or in-person attendance may be required at in-state or out-of-state meetings and hearings. Occasional/frequent travel may be required within the state of California via private or public transportation (i.e. automobile, airplane, etc.). Travel may include overnight stay which may be extended up to 5 days. A valid California driver's license is required to drive to meetings and field sites.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</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>