

**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.*

<b>INSTRUCTIONS:</b> 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 Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0762-042
UNIT NAME AND LOCATION CESA Unit, Fresno	CLASS TITLE Environmental Scientist (Biodiversity)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0762-042

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under the direct supervision of a Senior Environmental Scientist (Supervisory), and as a member of the California Department of Fish and Wildlife's (Department), Central Region Habitat Conservation Program the incumbent drafts and participates in the implementation of species take permits and authorizations under the California Endangered Species Act (CESA) and the Native Plant Protection Act, including 2081(a) issuance of scientific, education and management permits for rare, threatened, and other endangered species take authorizations and their amendments. The incumbent also provides direction, guidance, and technical expertise for regional species conservation programs and represents the region in multi-agency settings related to the listing and recovery of species listed under CESA. Specific duties and responsibilities are as described below.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
35%	<b>ESSENTIAL FUNCTIONS:</b> Assist/support in the development and drafting of other endangered species take authorizations including, but not limited to, Incidental Take Permits, Consistency Determinations, Safe Harbor Agreements, and Fish and Game Code sections 2080.6, 2080.7 and 2084 authorizations, inclusive of any amendments, outreach, and extensions. Assist Regional staff in the review of Habitat Management Land Packages as needed. Coordinate the Department's CESA permitting process with federal, state, and local agencies. Work with Regional staff and Habitat Conservation Planning Branch to ensure standardized implementation of ITP mitigation and monitoring requirements. Assist with receipt, filing, distribution, and review of environmental and biological data submitted by CESA permittees.
20%	Issue 2081(a) permits, extensions, and renewals for scientific, educational, or management permits for rare, threatened, and endangered species not otherwise issued by a Headquarters Branch. Work with staff from other Branches, Regions, and the Office of General Counsel to ensure consistent application and processing of 2081(a) permits. Serve as the regional point of contact for 2081(a) permits issued by the Headquarters Branches. Coordinate and consult with the Headquarters Branches as needed regarding Scientific Collecting Permits reviewed and issued in conjunction with 2081(a) permits. Represent the Department in the coordination with the United States Fish and Wildlife Service and other federal, state, and local agencies on permitting research-related activities for rare, threatened, or endangered species. Work with Branch and Regional staff to ensure standardized implementation of 2081(a) monitoring requirements and permit tracking.
20%	Manage and assist with grant applications and administration for the development of Habitat Conservation Plans (HCPs) and Natural Community Conservation Plans (NCCPs).
10%	Work closely with staff from other Regions and the Biodiversity Resilience Team to ensure consistent application of CESA standards amongst regions and to develop and implement a strategic workload plan related to CDFW's environmental permitting compliance and effectiveness monitoring.
5%	Coordinate with California Environmental Quality Act (CEQA) lead agencies for the development of

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	<p>appropriate project related environmental documentation to support the Department's role as both a trustee and responsible agency under CEQA. Evaluate fish and wildlife resource needs with respect to environmental impacts of such projects, and work with CEQA lead agencies to avoid, minimize and mitigate any impacts to these resources. When the Department is required to act as a CEQA lead agency, the incumbent shall prepare or oversee the preparation of CEQA documents by third parties and serve as the Project Lead for the preparation of the CEQA document.</p>
5%	<p>Participate in CESA 2081(a) workshops for local restoration leaders, stakeholders, and other agencies. Collaborate with agency staff, researchers, tribal partners, and stakeholder groups in identifying and resolving complex and often highly visible conservation issues related to listed and candidate species and their habitats. Participate in meetings and negotiations with local, state, and federal agencies, tribal governments, non-profit organizations, and the private sector. Communicate routinely with project applicants and members of the public to answer questions regarding environmental permitting requirements. Address concerns and complaints from Permittees and other members of the public in a calm and courteous manner. Collaborate and foster relationships with tribal partners in accordance with the Department's Tribal Communication and Consultation Policy. Give presentations at public meetings and conferences. Respond to requests for information from stakeholders and agencies.</p>
5%	<p><b>NON-ESSENTIAL FUNCTIONS:</b>                      Attend training and conferences as needed to enhance performance in the position and program knowledge. Represent the Region and the Biodiversity Resilience Team by participating in Department statewide working groups. Perform administrative duties such as prepare and submit monthly time expenditure reports, expense claims, and vehicle usage logs, and annual Individual Development Plan and annual work plan. Maintain and increase professional qualifications and expertise through training, conferences, workshop attendance, professional/scientific committee participation, reviewing scientific literature, and by conducting on-site habitat assessments and species surveys in coordination with Department staff, other agencies, and professional biologists.</p> <p><b>Special Personal Characteristics:</b> A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders' interests.</p> <p><b>Interpersonal Skills:</b> Able to work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with members of the public; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment.</p> <p><b>WORKING CONDITIONS:</b> In office and field settings. A telework schedule may be considered, but a minimum of two days will be required in the office. The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference calls. The position may require travel throughout the State including overnight travel, early mornings, late nights, hiking over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle (including all-terrain vehicle), and work in inclement weather. A valid California's driver's license is required to drive to meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as Department staff.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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**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.**

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<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>