

**DUTY STATEMENT**

**E-R6 WR SB 23-032**

DFW 242A (REV. 07/18/22)

**CURRENT**

**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 Inland Deserts Region (R6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0765-005
UNIT NAME AND LOCATION Habitat Conservation - Ontario	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Alyssa Hockaday	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0765-005

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>	
<p>Under the direction of a Senior Environmental Scientist (Supervisory), the incumbent independently identifies problems, develops courses of action, and conducts critical and/or sensitive scientific investigations and studies and may prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance for projects involving energy and water infrastructure and management for Southern California Edison (SCE), Southern California Gas Company (SoCal Gas), and Metropolitan Water District (MWD); hydroelectric power projects regulated by the Federal Energy Regulatory Commission (FERC); Sustainable Groundwater Management Act (SGMA) plans; and water rights. The incumbent reviews and prepares comment letters or permits related to the above programs and projects, and under California Endangered Species Act (CESA); Lake and Streambed Alteration (LSA); and California Environmental Quality Act (CEQA) primarily in the southern portion of the Inland Deserts Region, and across the Region for SCE. Specified activities require knowledge of California fish and wildlife resources, ecological principles, water resources management, lake and stream processes, permitting and environmental laws, and administrative procedures and policies. The incumbent applies knowledge of environmental resources, a high degree of personal initiative, and independent judgment. Public contacts made in the course of this work are highly sensitive and involve a wide variety of stakeholders and issues. Specific duties and responsibilities are as follows:</p>	

<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>
30%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>Water Rights, FERC, and SGMA:</b> Lead water rights function including review and resolution of petitions, protests, adjudications, FERC licensing issues and related projects. Review and prepare comments and recommendations on SGMA plans. Conduct critical and sensitive scientific investigations and studies, research, and surveys to support program goals and projects outcomes. Complete LSA agreements, CESA permits, and other authorizations for water rights and FERC projects. Monitor projects and mitigation associated with water rights and FERC projects. Represent the Department on related technical and working groups. Develop and present materials for program outreach and education.</p>
25%	<p><b>Environmental Review:</b> Review and prepare comments for large scale, complex, and/or sensitive projects involving energy infrastructure and water management, pertaining to CEQA, National Environmental Policy Act, and other environmental documents. Attend meetings and public hearings, and communicate program processes and responsibilities to lead agencies, consultants, public, and regulatory agencies. Coordinate analysis and correspondence with other appropriate CDFW staff. Coordinate with lead and responsible agencies; and ensure CEQA compliance in applicable trustee, responsible and lead agency roles with a focus on projects within the southern portion of the Inland Deserts Region, and Regionwide for SCE projects. Review, track, and prepare written comments on</p>

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	<p>CEQA and related environmental documents including Notice of Exemptions, Notices of Determinations, Initial Studies, Negative Declarations and Environmental Impact Reports. Assist in preparing contracts, work authorizations, and CEQA documents when CDFW is lead agency. Participate with other agencies and private parties in the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife.</p>
25%	<p><b>LSA Notification Review, Agreement Preparation, and Implementation:</b> Review and analyze LSA notifications for completeness and adequate fees. As time permits, conduct pre-application meetings with project proponents in the office and in the field to evaluate project scope and impacts. Prepare LSA agreements and associated materials for review and approval by the Supervisor and Environmental Program Manager. Implement LSA agreements through the review and approval of any required plans, reports, and mitigation for project impacts. Maintain project files, tracking systems, and correspondence.</p>
10%	<p><b>California Endangered Species Act:</b> Implement CESA by coordinating review of energy infrastructure and water management projects affecting endangered species, reviewing project applications, assessing impacts and developing mitigation measures, and coordinating with US Fish and Wildlife Service. Attend site visits and meetings. Provide detailed technical analysis of projects and impacts, and preparation of CESA authorizations associated with energy infrastructure and water management projects. Coordinate CESA authorizations with federal biological opinions and Habitat Conservation Plans (HCP). Activities include document review and comment, data analysis, report preparation, field inspection, meeting attendance, preparing presentations, and administrative record preparation and maintenance.</p>
5%	<p><b>Coordination, Technical Consultation, and Grant Management:</b> Coordinate and consult with federal, state, and local agencies, reserve managers, and other agencies on water functions. Infrequently conduct monitoring and handling of sensitive species. Identify, secure, and manage grants in support of conservation of fish and wildlife resources affected by water use and management actions and maintain detailed records to document grant compliance. Work closely with other CDFW Regions and Branches to ensure consistent application and coordination of standards amongst regions. Represent the HabCon Program in regional and CDFW Statewide working groups. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local coordinated resource management groups, and other organizations. Work collaboratively with internal CDFW team on advancing overall program and grant management, goals, and objectives. Act as consultant to other technical staff, management, and other agencies in matter related to water use and management. Analyze proposed water use and management-related legislation, regulations, policies and procedures and provide comments to the requesting CDFW Branch. Prepare guidance, policy, planning and related documents.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Professional Development, Training, and Administrative Tasks:</b> Obtain job-related training through the Department or outside organizations. Attend trainings as needed to enhance performance in the position and program knowledge. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Prepare expense claims, time reports, weekly workload reports, progress reports, annual Individual Development Plan and annual work plan and other administrative duties as required and within the period and manner requested. Assist Ontario office-based program staff as required. Develop and maintain well-organized filing system for all items and areas of responsibility. Use Microsoft Office software to prepare clear, complete, and technically accurate reports; collect environmental data; review, check, and interpret scientific data and reports. Implement Individual Development Plan objectives.</p>

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	<p><b>Skill to:</b> Apply environmental and natural resource principles for the analysis of proposed projects; effectively communicate to the scientific community and the public; and effectively facilitate meetings and environmental negotiations.</p> <p><b>Special Personal Characteristics:</b> Strong verbal and written communication skills; strong listening skills; a demonstrated ability to exercise sound judgement and work independently; high degree of initiative, flexibility, open-mindedness, and tact; ability to develop and maintain productive relationships while working in contentious settings; maintain professional personal appearance; reliability; and leadership.</p> <p><b>Interpersonal Skills:</b> Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; demonstrate excellent listening skills and effective negotiation skills to facilitate and resolve conflicts; inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry; and demonstrated ability to enhance and maintain a positive working environment.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Ability to use a computer keyboard and Microsoft office software up to eight hours each day; complete office tasks that require sitting, standing, and walking to other locations; participate in and coordinate meetings and conference calls. Travel and field work is required. Attendance at site visits, meetings, and internal/external trainings in all five counties in the Region, Sacramento, or throughout the State may require occasional overnight travel of two or more days per week to reach some meeting, project, or site locations. Field work may include driving a 4-wheel drive vehicle, driving a vehicle several hours each way, and/or hiking long distances over uneven and possibly steep or wet terrain at project sites. Willingness to work long hours, sometimes including early mornings, late nights, and weekends. Operate 4WD vehicles, project equipment, machinery, digital equipment, computers, and lab equipment. This position is required to be in office two days per week with the option to telework the remainder of the time as duties allow and with supervisor approval.</p>

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

<b>PRINT SUPERVISOR'S NAME</b> Heather Brashear	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.**

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