

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 Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-033
UNIT NAME AND LOCATION Habitat Conservation Program, Central Region	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-033

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the general direction of a Senior Environmental Scientist (Supervisory), located at the Central Region headquarters in Fresno, the incumbent is responsible for represents CDFW's interests with the ongoing environmental review and permitting of land and water development projects within Mariposa, Merced, Monterey, San Benito, Stanislaus, and Tuolumne counties related to the California Endangered Species Act (CESA) and the California Environmental Quality Act (CEQA), including participation on inner and interagency policy teams, complex Incidental Take Permits, Safe Harbor Agreements, Habitat Management Lands packages, review of Applications to Hold Conservation Easements and/or Manage and Steward Mitigation Land, and other regional conservation efforts (e.g., Natural Community Conservation Plans, Resource Conservation Investment Strategy). The duties required for this position have highly significant consequences of error, since they often influence irretrievable commitments of land, resources, and governmental funds.

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.)
35%	<p>ESSENTIAL FUNCTIONS: Participates in the consultation and Incidental Take Permit (ITP) application review process, as required under the California Endangered Species Act (CESA), and drafts ITPs to authorize take of species listed pursuant to CESA for complex projects, including Regional ITPs. This involves representing the Department in reviewing projects, developing requests for studies and technical information, developing draft permit conditions, real property easements, monitoring protocols, and other duties.</p>
25%	<p>Conduct site visits, perform desk reviews and compliance monitoring of CESA permits. Assist in drafting correspondence documenting non-compliance with ITPs and Consistency Determinations and develop additional permit terms and remedial actions. Assist in coordinating with Law Enforcement Division's Wildlife Officers and other State and local agencies addressing non-compliance and enforcement efforts. Collect evidence such as photo documentation, wildlife and habitat damage assessment, and grading impacts. Assist in coordinated cases with the district attorneys, attorney general, and circuit prosecutors by providing written Environmental Impact Assessments (EIA) or other documentation and providing court testimony when necessary.</p>
15%	<p>Lead and assist coordination with the US Fish and Wildlife Service and other federal, State, and local agencies in the development and implementation of Natural Community Conservation Plans (NCCP), Regional Conservation Investment Strategies (RCIS), Habitat Conservation Plans (HCP), Safe Harbor and federal section 10(a) permit processes. This requires substantial coordination and negotiations with the project sponsors, U.S. Fish and Wildlife Service, other CDFW programs, and with other Federal and State and local permitting agencies.</p>
10%	<p>Lead and assist coordination with CDFW Branches and with other public agencies, stakeholders and the general public to address issues, questions, or concerns regarding CDFW's role as Trustee and Responsible Agency and in CESA permitting.</p>

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5%	Manage CEQA Advancement Payment Contracts for CDFW Region 4 Habitat Conservation Unit projects (e.g., ITPs, Lake and Streambed Alteration Agreements) to recover costs as required by Fish and Game Code.
5%	Review Applications to Hold Conservation Easements and/or Manage and Steward Mitigation Land from organizations seeking CDFW approval. Draft written correspondence with the result of their application or coordinate and provide comments to CDFW's Habitat Conservation Branch for multi-Region applications.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Attends training to enhance skills associated with performing essential functions within the CESA Program. Maintains professional and technical qualifications through training, conference attendance, and/or professional committee participation. 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. Assists with cataloging and organization of scientific equipment. Assists in tracking inventory of CESA Program equipment and supplies. Assists as needed to schedule repair of equipment (including vehicles).</p> <p>Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; can 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; 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>WORKING CONDITIONS: In office and field settings. A telework schedule may be considered, but a minimum of two days will be required in the office. Travel to the Fresno office up to four times per month may be necessary for unit meetings. 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.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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