

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 E-FB 23-072
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division / Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-001
UNIT NAME AND LOCATION Fish Production and Distribution Unit, West Sacramento	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-001

<p>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</p> <p>Under the direction of a Senior Environmental Scientist (Supervisory) in the California Department of the Fish and Wildlife (CDFW), Fisheries Branch, Fish Production and Distribution Unit (FPD) located in West Sacramento this position will serve as the FPD expert on all aspects of compliance with the federal Clean Water Act working through the State Water Resources Control Board (SWRCB) and Regional Water Quality Control Boards (RWQCB). This position coordinates hatchery National Pollutant Discharge Elimination System (NPDES) permit renewals, resolves hatchery waste discharge issues, and provides water quality sampling training for hatchery staff at 21 CDFW operated fish hatcheries. The incumbent may have security clearance with the Department of Homeland Security (DHS) and will work with the hatcheries to mitigate the need for permitting and reporting to DHS. This position will be integrated in FPD and will assist with other programmatic tasks as needed.</p>

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>Review technically complex discharge and monitoring requirements in NPDES permits, Waste Discharge Requirements (WDRs) and Priority Pollutant Orders for all CDFW hatcheries and fish facilities statewide and consult with the RWQCBs and the State Water Resource Control Board (SWRCB) for clarification or compliance constraints. Review permits for consistency and feasibility, meet with SWRCB, RWQCB, and CDFW staff, suggest reasonable alternatives to expensive or infeasible NPDES requirements, and attend hearings and offer expert testimony on the technical feasibility of attaining discharge and monitoring requirements. Act as the CDFW's subject matter expert on RWQCB Basin Plan water quality requirements and use designations for specific waters and the resulting effects to discharge limitations of hatcheries in respective basins. Review future Basin Plans for use designation accuracy and recommend changes when necessary. Be familiar with the National Toxics Rule (NTR), California Toxics Rule (CTR), and Policy for Implementation of Toxics Standards for Inland Surface Waters, Enclosed Bays, and Estuaries of California (State Implementation Policy).</p>

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<p>30%</p>	<p>Coordinate with regional hatchery staff to ensure compliance with NPDES permit requirements by reviewing water quality sampling schedules, ensuring timely NPDES reporting through the California Integrated Water Quality System database, act as a backup legally responsible official and ensure staff upkeep Best Management Practices (BMP) documentation. Act as the subject matter expert to assist hatcheries to comply with NPDES permit requirements through water quality sampling training and periodic site visits. Monitor regional hatchery water sampling testing and reporting. Coordinate with CDFW's Water Pollution Control Laboratory to process water quality samples.</p>
<p>25%</p>	<p>Evaluate impacts of hatchery discharges on water quality, fish and the aquatic environment. Assist in bioassessment monitoring in waters of the state effected by hatchery discharges. Develop study designs to evaluate hatchery impacts and the relationship to RWQCB Basin Plans. Develop alternative approaches to reduce hatchery effluent levels: such as partial recirculating aquaculture systems, conduct fish food studies to increase trophic uptake and decrease feed waste and explore biological, chemical or physical treatment systems. Assist regional hatchery staff develop protocols to comply with effluent limitations during normal hatchery operations, fish health treatments or unpredicted events.</p>
<p>10%</p>	<p>Support the statewide FPD programmatic functions. Support statewide hatchery coordination by; reporting NPDES permit renewals, monitoring and evaluations to the Hatchery Operations Committee, support statewide outreach by updating the hatcheries web page, participate in Office of Communication, Education and Outreach's Hatchery Outreach Campaign and respond to public inquiries, public records act requests and conduct legislative bill analysis.</p>
<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Performing administrative tasks; attend career development training including seminars and conferences and to contribute to the achievement of (Program/Region/Branch)'s goals and objectives; responding to general public and or technical staff questions; and assisting with regional and headquarters program priorities.</p> <p>Special Personal Characteristics:</p> <p>Ability to effectively manage large, lengthy, complex projects. A high degree of personal initiative, dependability, professionalism, and integrity is expected. Ability to assess situations concerning resource issues and make sound decisions independently. Ability to work in multi-disciplinary teams to achieve a common goal. Demonstrates empathy and understanding of stakeholders' interests. Ability to conduct interest-based negotiation with diverse groups of the public and government. Ability to use creative thinking and adaptability in problem solving.</p>

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	<p>Interpersonal Skills:</p> <p>Ability to work independently and in a team setting. Ability to get along with diverse personalities while maintaining a high level of professionalism. Provides leadership in accomplishing the functions and objectives of the Fish Production, Distribution and Laboratory Program's NPDES coordination, and ability to collaborate with staff throughout the state. Communicates politely, tactfully, and firmly as necessary with members of the public, water boards, and agency staff and demonstrates excellent listening skills and effective negotiation skills. Strong ability to work with people, identify, and assist in the development of partnerships.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Performs duties in office environment and at various meetings and venues, and through web-based meeting platforms. Ability to use a personal computer and keyboard at least several hours a day, which may involve moving around for brief periods to access files, references, and other program materials. In addition to working with West Sacramento based staff, interact with regional staff and members of the public via e-mail, internet conferencing, telephone and onsite to complete work assignments. The position requires travel throughout the State including overnight travel, early, hiking over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle, and work in inclement weather. Incumbent will occasionally evaluate and assist bio-sampling in waters surrounding hatcheries. Ability to develop and deliver effective oral presentations in public board meetings. A valid California driver's license is required to drive to meetings, hatcheries and field sites. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME Mike Brown</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>