

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-384-0765-XXX
UNIT NAME AND LOCATION Wildlife Management, Lands, & Suisun Marsh Program – Fairfield, CA	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	
<p>Under the direction of the Senior Environmental Scientist (Supervisory), the incumbent will independently provide technical expertise and coordination with CDFW Region 3, the Department of Water Resources (DWR), United States Bureau of Reclamation (USBR), U.S. Fish and Wildlife Service (USFWS), and Suisun Resource Conservation District (RCD) on the Suisun Marsh Preservation Agreement (SMPA) and Suisun Marsh Habitat Management, Preservation, and Restoration Plan (SMP) and implement SMP actions for species and habitat monitoring and tidal restoration projects. The incumbent is the CDFW species specialist for salt marsh harvest mouse (SMHM), independently implements SMHM monitoring and scientific investigations as they relate to the SMPA, SMP, and USFWS Tidal Marsh Recovery Plan. The incumbent coordinates and communicates with CDFW management and programs regarding SMHM; leads the Suisun Marsh Program staff; manages the unit's contract and budget; prepares annual reports; and actively coordinates with DWR on all aspects of the CDFW/DWR Suisun Marsh contract. This position requires an in-depth knowledge of SMHM, brackish and saltwater marshes, diked wetland management, and tidal restoration.</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.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Suisun Marsh Planning, Monitoring, and Tidal Restoration Act as the CDFW lead for the multi-agency SMPA and SMP required monitoring for threatened and endangered species, their habitat, and mitigation lands to comply with State and federal permits. Prepare, review, and oversee the preparation of monitoring and technical reports. Independently make recommendations to offset project impacts to threatened and endangered species. Independently establish goals and priorities for species monitoring and track required permit compliance. Work closely with USFWS, USBR, DWR, and Suisun RCD to implement the SMPA and SMP and participate on the Suisun Marsh Environmental Coordination Advisory Team, Applicants Compliance Team, and Adaptive Management Team. Participate with other agencies in tidal restoration planning projects within the Suisun Marsh. Independently make recommendations for tidal restoration projects, land acquisition and development, and future marsh planning, addressing potential impacts to wildlife and threatened and endangered species. Provide scientific technical support for the SMP effort. Serve on advisory committees for restoration projects.</p>
25%	<p>Species Expert Act as the CDFW species expert for the SMHM. Organize, plan, and implement specialized studies on the salt marsh harvest mouse to meet SMPA and SMP requirements, and to meet USFWS Tidal Marsh Recovery Plan objectives. Conduct and direct other staff in SMHM monitoring and studies. Coordinate research with the University of California or other academic researchers. As appropriate, prepare grant proposals and implement funded research projects. Coordinate with CDFW Wildlife</p>

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15%	<p>Branch and Habitat Conservation (Bay Area offices) on all aspects of SMHM habitat, research, and species information. Complete analysis and reporting for required permit compliance.</p> <p>Interagency Coordination and Communication Coordinate activities with Departmental branches and Wildlife Areas/Ecological Reserves, State and federal agencies, and private landowners in the Marsh through both written and verbal communication. Complete informational and species presentations and scientific updates. Attend coordination and planning meetings representing the Department which generally concern technical matters associated with water projects' impacts on wildlife.</p>
10%	<p>Contract Management Oversee and manage the CDFW/DWR Suisun Marsh contract and lead staff to complete the Scope of Work. Track the annual contract budget, expenditures, and work tasks; and work with Accounting Services Branch to complete and approve invoicing. Prepare and submits required contract reports, complete contract renewals, develop the budget and Scope of Work, and communicate with DWR contract staff.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Perform administrative tasks, including preparing and submitting monthly time activity reports and expense claims. Attend career development and training/programs to contribute to the achievement of (Program/Region/Branch)'s goals and objectives. Respond to the general public and or technical staff questions. Assist with branch and executive program priorities.</p> <p>Special Personal Characteristics: Strong written and verbal communication skills, demonstrated ability to work independently, with open-mindedness, flexibility and tact. Possess a high degree of initiative and leadership. Ability to develop and maintain productive relationships while working in contentious settings. Good organizational and time management skills. Ability to lead discussions with CDFW staff and other agency professionals.</p> <p>Interpersonal Skills: 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. Inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry. Facilitate and resolve conflicts at the lowest possible level. Direct and conduct biological resource work in the field. Ability to present data and scientific studies at meetings and conferences.</p> <p>WORKING CONDITIONS:</p> <p>Ability to use a computer, Microsoft Office Suite, and ArcGIS software up to 8 hours each day. Complete office tasks that require sitting, standing, and walking to other locations. Attend meetings and conference calls. Involves long work hours, sometimes including early mornings, late nights, and weekends. Field work occurs in variable weather conditions and areas with exposure to mosquitos and ticks. Must be able to safely conduct field work, involving walking through uneven terrain, through wet and flooded marshes in waders, carrying up to 30 pounds. Must possess and maintain a valid Class C California Driver License and be able to operate a car, four-wheel drive (4WD) vehicle, all-terrain vehicle (ATVs), and kayaks. Wearing a uniform is required when working on CDFW lands.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
<p>PRINT SUPERVISOR'S NAME Laureen Barthman-Thompson, Senior Environmental Scientist (Supervisory)</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>

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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
VACANT, Senior Environmental Scientist (Specialist)		