**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: TBD |
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| DFW DIVISION/BRANCH/REGION/OFFICEMarine Region | POSITION NUMBER (Agency-Unit-Class-Serial)565-772-0762-105 / ER7 MR23-092 |
| UNIT NAME AND LOCATIONHabitat Conservation Program, Marine Region, Environmental Review and Water Quality Project – Eureka | CLASS TITLEEnvironmental Scientist |
| INCUMBENT Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder close supervision of the Senior Environmental Scientist (Supervisor) and in a highly independent and responsible capacity in Del Norte, Humboldt, and Mendocino Counties the incumbent performs the following duties: |

| **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%20%15%10%10%5%5% | **ESSENTIAL FUNCTIONS**:Evaluate potential impacts of proposed projects and activities (e.g., dredging, aquaculture, discharges, seawater intakes, energy projects, desalination plants, and port infrastructure) on marine resources, including fish, plant, wildlife and habitats in ocean, bay, estuarine, shoreline areas. Provide assistance on determining impacts to California Endangered Species Act (CESA)-listed species, sensitive habitats (e.g., eelgrass, rocky reef, intertidal), and Marine Protected Area’s as a result of proposed projects. Provide verbal and written recommendations and measures to avoid or mitigate potential impacts. Work cooperatively in the following three ways to implement these recommendations: 1) cooperate in joint, large scale and long-term management projects; 2) provide early consultation and other up-front service to project sponsors, local governments, and regulatory agencies; and 3) conduct individual project reviews (document review) and write formal suggestions, recommendations, and comments to agencies and applicants. Review and draft comments on a variety of CEQA and NEPA documents, state and federal permits, monitoring programs and work plans. Represent the California Department of Fish and Wildlife on large-scale, long-range habitat planning activities and collaborate on development of measures to protect and maintain fish, plant and wildlife habitats and populations.Review scientific collector’s permits and help draft conditions in collaboration with other Marine staff. Develop and assist in the development of CESA incidental take permits, memorandums of understanding, and mitigation measures for threatened and endangered species in the marine environment.Conduct miscellaneous duties such as maintaining vehicles and equipment, assemble computerized data on marine resources, and assist other CDFW personnel on marine resource assessment work related to environmental areas of concern.**NON-ESSENTIAL FUNCTIONS**:Other Duties: Under the supervision of the Senior Environmental Scientist (Supervisor) the incumbent may assist in the preparation of special reports and white papers, conduct research on issues needing additional information and tracking, act as lead for Scientific Aides, technicians and interns. Assist Senior Environmental Scientist (Supervisor) with specific administrative requests. Create and maintain needed databases, spreadsheets and research libraries. Participate in job required training or professional development. Assist with legislative bill analysis**Special Personal Characteristics**: Ability to adapt to changes in priorities and work assignments. Ability to work independently in an effective and efficient manner. Ability to adapt to complex problems and effectively communicate solutions.**Interpersonal Skills**: Ability to work cooperatively and productively as a member of a team to achieve a common goal. Ability to communicate with constituents and coworkers with tact and diplomacy, especially concerning difficult and sensitive issues. **WORKING CONDITIONS**:Use of a keyboard and computer several hours a day and sitting for prolonged periods. Occasional work on a boat in coastal, bay, and estuarine environments, in inclement weather at times. Handling live and dead marine organisms. Occasional lifting of heavy items. Occasional travel may be required within the state of California via private or public transportation. (i.e. automobile, airplane, etc.) Travel may include overnight stay which may be extended up to 5 days. Position is eligible for a hybrid telework schedule depending on operational needs. |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME** | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **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** |