**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/OFFICE  Marine Region | POSITION NUMBER (Agency-Unit-Class-Serial)  565-772-0762-010 / ER7 MR23-091 |
| UNIT NAME AND LOCATION  Fisheries Management: State-Federal Managed Species, Groundfish Innovation Project: Multiple Locations Considered | CLASS TITLE  Environmental Scientist |
| INCUMBENT  Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS  Under close supervision of the Senior Environmental Scientist (Supervisor), the incumbent will conduct staff work critical to managing, monitoring, and assessing the status of California’s groundfish stocks, which support some of the state’s largest and most valuable marine fisheries. Assist in supporting state and federal management activities that meet the standards of the federal Magnuson Fishery Conservation and Management Act (MSA), National Environmental Policy Act (NEPA), and the Endangered Species Act (ESA). Participate as, or assist, one of two California members of the Groundfish Management Team (GMT) of the Pacific Fishery Management Council (PFMC). Duties require strong communication and writing skills and the ability to work well with others. Six to eight weeks of travel is required per year to attend PFMC-related meetings. Duties include these essential functions: | |

| **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.) | | |
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| 40%  30%  10%  10%  10% | **ESSENTIAL FUNCTIONS**:  **ENVIRONMENTAL REVIEW:** Represents the Department and California on the PFMC’s Groundfish Management Team (GMT) or assists GMT members; acts as state GMT lead for commercial and/or recreational management. Provide technical expertise and analysis of groundfish information necessary to support state and federal management. Oversee preparation of complex analyses evaluating impacts of state and federal regulatory proposals. Develop and review PFMC-related environmental documents, make recommendations and prepare internal materials. Recommend California positions to the state’s PFMC representatives and the California State Delegation. Assist in crafting and reviewing regulatory language, justifications and analyses for groundfish management including state and federally managed groundfish species.  **ENVIRONMENTAL MONITORING/DATA ANALYSES:** Retrieve, summarize and statistically analyze commercial and recreational fisheries data for inclusion in resource assessments or to evaluate impacts in environmental documents. Independently prepare pre-season and inseason groundfish management recommendations for PFMC representatives. Track progress of commercial and recreational fisheries against federal and state harvest guidelines using appropriate data streams, report any in-season, resource, or environmental issues, and provide recommendations and documentation as needed. Participate in stock assessment review panels, other assessment or methodology reviews.  **DATA COLLECTION:** Acts as lead person for field staff to facilitate the collection, inventory, archiving, data entry, database management and physical assessment management of groundfish project historical and ongoing biological age structure collections. Coordinates activities with other marine sampling programs, trains and directs the work of field samplers, develops sampling schedules to achieve data collection goals, and ensures that samplers are following established protocols. Assists with ongoing evaluations of overall program priorities, objectives, and performance standards.  **PUBLIC EDUCATION AND OUTREACH DEVELOPMENT/ MAINTENANCE/ PARTICIPATION**: Prepare, update, and develop appropriate web-based, electronic and/or printed educational materials specific to recreational groundfish regulations, fish identification and scientific information. Prepare press releases, participate in public outreach activities and serve as a department representative at public events. Respond to media inquiries regarding the groundfish fishery. Answer questions from the public related to groundfish generally and/ or fishing seasons and other regulations.  **NON-ESSENTIAL FUNCTIONS:**  **ADMINISTRATIVE/PROFESSIONAL DEVELOPMENT:** Attend relevant team, work group, or committee meetings as required. Maintain or improve expertise by taking training in writing, statistics, team building, negotiation, communication, project management, environmental document preparation or other relevant subjects. Must complete mandatory state training for classification. Various administrative activities will be required including budget tracking, equipment purchasing and maintenance, scheduling, and time reporting. As directed, assist project supervisors and managers in fulfilling work assignments or participating in organizational development activities, including facilities management, health, and safety protocols and other emerging project needs.  **Special Personal Characteristics:** Excellent written and oral communication skills are needed to effectively communicate internally and externally on matters of policy, science, project work planning and in developing work products. Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Database management, experience querying data warehouses, experience with Microsoft Excel, R, Azure SQL, and Microsoft Power BI.  **Interpersonal Skills**: Work independently and in a team setting. Participates effectively in interagency collaboration, public speaking, acts in lead capacity for lab and field staff, coordinates with and has effective working relationships with all colleagues and supervisors.  **WORKING CONDITIONS**:  Staff will work a 7/40 work schedule. Weekend work, early morning and late-night work hours are occasionally required with advance notice. The majority of work will be performed in an office or telework setting with adequate lighting, heating and ventilation. This position is eligible for a hybrid telework schedule depending on operational needs. Ability to use a computer several hours a day. A portion of the work will be performed in fish processing labs, fish holding areas, and/or in the field. Attend meetings and hearings, work with staff statewide to complete work assignments. Occasional travel, including weekends, is required within and outside the state of California via private or public transportation. Travel may include multiple day overnight stays dependent upon departmental need. | | |
| **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** |