**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 |
| --- | --- |
|  |  |
| DFW DIVISION/BRANCH/REGION/OFFICECentral Region 4 | POSITION NUMBER (Agency-Unit-Class-Serial)565-431-0765-021 |
| UNIT NAME AND LOCATIONCESA Unit, Central Region  | CLASS TITLESenior Environmental Scientist |
| INCUMBENT Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)565-431-0765-021 |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder the general direction of a Senior Environmental Scientist (Supervisory), the incumbent is responsible for represents CDFW’s interests with the ongoing environmental review and permitting of land and water development projects within the thirteen county Region 4 area related to the California Endangered Species Act (CESA) and the California Environmental Quality Act (CEQA), including participation on inner and interagency policy teams, Incidental Take Permits, Habitat Management Lands packages, review of Applications to Hold Conservation Easements and/or Manage and Steward Mitigation Land, and conservation and mitigation banks. 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%30%30%5% | **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. Conduct site visits, perform desk reviews and compliance monitoring of CESA permits. Review mitigation land submissions to fully mitigate impacts authorized by ITPs and mitigation and conservation banks. Review Applications to Hold Conservation Easements and/or Manage and Steward Mitigation Land from organizations seeking CDFW approval. 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.Biological and administrative review of banking documents, which may include credit sales, site assessments, and review of submitted mitigation and conservation bank prospectus. Serve in lead capacity to work with multi-faceted local, state, and federal agencies and project proponents in complex environmental review and appropriate permitting when CDFW is CEQA lead agency for Incidental Take Permits (ITPs). Lead and assist coordination with CDFW Branches and with other public agencies, stakeholders, and the general public to address issues, questions, or concerns about the ITP application process, CDFW’s role as Trustee and Responsible Agency and in CESA permitting, etc. Manage CEQA Advancement Payment Contracts for CDFW Region 4 Habitat Conservation Unit projects (e.g., ITPs) to recover costs as required by Fish and Game Code.**NON-ESSENTIAL FUNCTIONS:**Attend training and conferences as needed to enhance performance in the position and program knowledge. Represent the Region and the Biodiversity Resilience Team by participating in Department statewide working groups. Perform administrative duties such as prepare and submit monthly time expenditure reports, expense claims, and vehicle usage logs, and annual Individual Development Plan and annual work plan. Maintain and increase professional qualifications and expertise through training, conferences, workshop attendance, professional/scientific committee participation, reviewing scientific literature, and by conducting on-site habitat assessments and species surveys in coordination with Department staff, other agencies, and professional biologists.**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.**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.**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. |
| **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** |