**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/OFFICERegion 6/ Habitat Conservation/ Ontario | POSITION NUMBER (Agency-Unit-Class-Serial)565-604-0765-905 |
| UNIT NAME AND LOCATIONBroadband, Ontario | CLASS TITLESenior Environmental Scientist (Specialist)  |
| INCUMBENT Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder the general direction of a Senior Environmental Scientist (Supervisory) and in accordance with the California Department of Transportation (Caltrans) contract R2282001 for services between CDFW and Caltrans, the Senior Environmental Scientist (Specialist) works to coordinate and process permitting of Caltrans Projects, related to the Broadband Middle-Mile Network. The Specialist will work to assist Caltrans in compliance with current laws, regulations, CDFW policy, and procedures pertaining to the protection of biological resources. Tasks are expected to include but not be limited to the following: issue permits, review environmental documents, review Subnotifications, facilitate mitigation completion, review permittee responsible mitigation, review conservation banks, and lands packages (e.g. review long term management plans, interim management plans, Property Analysis Records (or similar), biological resources report for mitigation lands, GIS shapefiles of mitigation lands, habitat land acquisition documents, and Due Diligence Letters) as appropriate. This position will also assist CDFW in fulfilling its obligations under the California Environmental Quality Act (CEQA), where applicable. |

| **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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| 45%30%10%10%5% | **ESSENTIAL FUNCTIONS**:**Environmental Permitting:** Review draft California Endangered Species Act (CESA) Incidental Take Permits (ITP) and Consistency Determinations (CD) applications, including CEQA compliance associated with Caltrans projects and prepare permitting documents. Coordinate CDFW’s CESA permitting process with Caltrans, in addition to other federal, state, and local agencies. Work with Region Caltrans liaison staff and Habitat Conservation Planning Branch (HCPB) to ensure Caltrans’ compliance with ITP mitigation and monitoring requirements. Coordinate with the U.S. Fish and Wildlife Service and other federal, state, and local agencies on permit processes where Caltrans is an applicant. Review Caltrans project Lake and Streambed Alteration (LSA) Notifications, Sub-notifications, and LSA Agreement amendments and extension, including CEQA compliance to determine potential impacts to fish and wildlife resources and ensure the appropriate measures are included to protect against the impacts. Conduct field review of projects as needed and ensure timely processing of Notifications, Sub-notifications, and issuance of LSA Agreements as required.**Environmental Review:** Participate in Caltrans project scoping, planning and project development meetings, as necessary. Coordinate with Caltrans environmental planning staff for the development of appropriate project related environmental documentation to support CDFW’s compliance with prescribed trustee and responsible agency roles under CEQA. Attend site visits for Caltrans projects at all project stages as required to assess biological conditions pre-project, during the project, and post-project. Evaluate environmental impacts on fish and wildlife resources for the projects and work with Caltrans staff throughout the project stages to have in place the appropriate avoidance and minimization measures needed to mitigate any impacts to these resources. Assist Caltrans achieve compliance with the Native Plant Protection Act and other permitting requirements. Participate in CDFW liaison internal meetings for coordination on statewide consistency issues/topics, as applicable.**Compliance and Monitoring:** Coordinate with CDFW Law Enforcement Division (LED) to assist in the investigation of potential violations of Fish and Game Code (FGC) sections 1602, 5650, 5901 and CESA. Conduct monitoring and compliance review of Caltrans projects.**Other Activities Required by Caltrans Contract R2282001:** Participate with the development and presentation of training modules for Caltrans staff to increase Caltrans staff knowledge of permitting requirements. Attend Caltrans-led quarterly workload meetings with Caltrans project management staff to discuss project statuses and permitting priorities. Represent CDFW at meetings and support HCPB by participating in efforts to facilitate statewide consistency. Perform other activities as required by the Contract, and as approved by the position supervisor, including providing of support for fish passage projects and evaluating the effects of facilities on wildlife populations and movement.**NON-ESSENTIAL FUNCTIONS:**Work closely with staff from other Regions and HCPB to ensure consistent application of CEQA, CESA, and LSA and coordination of standards amongst CDFW Regions. Attend training as needed to enhance program knowledge and performance in the position. Represent the HabCon Program and CDFW by participating in regional and Statewide intra-agency and interagency working groups. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW Region staff, local coordinated resource management groups, and other organizations. Perform other administrative duties such as the maintenance of assigned State vehicle, monthly preparation, and discussion of significant activities with supervisor, time expenditures reports, expense claims, and annual Individual Development Pian and annual work plan.**Special Personal Characteristics:** Strong communication skills, a demonstrated ability to work independently, high degree of initiative and flexibility.**Interpersonal Skills**: Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with applicants and other members of the public; demonstrate excellent listening skills and effective negotiation skills.**Working Conditions**: In office and field settings. A telework schedule may be considered.The position may require attendance at site visits/Caltrans construction sites. A valid California Drivers license is required and travel up to three or more hours each way and hiking over uneven terrain. This position is required to be in the Ontario office two days per week with the option to telework the remainder of the time as duties allow and with supervisor approval. **Position Term**: This position is 12 months Limited Term (LT) and may be extended up to 12 months or become permanent. If you currently have permanent status in your position and have passed probation, you have mandatory reinstatement rights into your former position at the end of this LT appointment. If you have not had prior permanent or probationary civil service status, you will be separated from State service. |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME**Cindy Castaneda | **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** |