

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 Ecosystem Conservation Division Habitat Conservation Planning Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-039-0762-905
UNIT NAME AND LOCATION Lake and Streambed Alteration Program, West Sacramento	CLASS TITLE Environmental Scientist (LT)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-039-0762-066

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the Senior Environmental Scientist Supervisor, the incumbent serves as part of a team implementing the Department's Lake and Streambed Alteration (LSA) Program. The position works closely with Department staff and stakeholders to ensure LSA program compliance and consistency. Performance of LSA Program activities require an in-depth knowledge of fish and wildlife biology, ecological principles, and applicable environmental laws, to facilitate policy adherence and consistent implementation of the LSA program statewide.

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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Program Development, Implementation and Coordination: Assists in the coordination and development of LSA Program procedures, guidance, policies, and regulations to accomplish program goals, and to ensure statewide consistency and efficiency in program implementation. Provides guidance to regional and headquarters staff regarding the statewide LSA program. Drafts written documentation in compliance with existing laws, regulations, Department policy, guidelines, and procedures to facilitate statewide consistency.
30%	Data Management, Reporting, and Support: Coordinate with Data and Technology Division (DTD) staff on the ongoing development, maintenance, operation, and management of the statewide Environmental Permit Information Management System (EPIMS) database. Conduct database queries and develop reports to inform the statewide program, legislative mandates, and the public. Coordinate and collaborate with DTD to provide regional staff guidance to use and operate EPIMS. Provides technical support to Department staff using the database and to entities submitting electronic permit applications. Coordinate with program staff in the development and maintenance of forms, templates, procedures, and guidance for implementing the LSA Program. Research and help to prepare routine legislative bill analyses and tracks legislation to determine impact on the LSA program. Compile, analyze, and report on LSA in response to legislative and executive inquiries.
30%	Coordination and Outreach: Participates and facilitates meetings, outreach workgroups, and sub-committee groups. Assists the Department technical lead with program coordination, other state, local and federal agencies in addressing LSA permit coordination, concerns, process and related strategies. Responds to inquiries from staff, other state agencies, and the general public by telephone, written correspondence. Assists in responding to legislators and media inquiries on Program issues.

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5%	<p>Training Development and Implementation: Participate in development and implementation of trainings on the LSA program and Permit tracking systems for Department staff, to facilitate program implementation, consistency, and reporting.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Routine Administrative Functions: Perform routine administrative functions, including reports of activities, progress, and time reporting. Attend training courses, career development events, and professional conferences, symposiums, or seminars to contribute to the achievement of HCPB's goals and objectives.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil sciences, resource management, hydrology, geology, and; statistical methods; natural resources, and the environment; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging environmental issues.</p> <p>DESIRABLE QUALIFICATIONS: Experience analyzing and managing data using Excel, R, and ArcGIS software. Knowledge of Lake and Streambed Alteration Agreements and CEQA. Ability to multitask, adapt to changes in priorities, and maintain a consistent quality of work during periods when workload is heavy and subject to short deadlines.</p> <p>Special Personal Characteristics: Maintain the confidence and cooperation of others by demonstrating competence and being dependable, flexible, and a problem solver.</p> <p>Interpersonal Skills: Initiative and demonstrated ability to act independently as well as part of a team, open-mindedness, flexibility, and tact.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attend meetings and symposiums, work with staff statewide to complete work assignments. Occasional travel and field work may be required.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

<p>PRINT SUPERVISOR'S NAME Ange Baker</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