

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.

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| 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 WFD/Wildlife Branch | POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-044 |
| UNIT NAME AND LOCATION Wildlife Diversity Program (West Sacramento) | CLASS TITLE Senior Environmental Scientist (Specialist) |
| INCUMBENT VACANT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-044 |

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the direction of the CESA Conservation Unit Senior Environmental Scientist Supervisor, and as a member of the California Department of Fish and Wildlife's (Department) Wildlife Diversity Program (Program) within the Wildlife Branch (Branch) the incumbent initiates and implements activities related to the listing, conservation, and recovery of threatened and endangered native wildlife species. The incumbent is a Program lead in assessing the status of threatened and endangered native amphibians, reptiles, birds, and mammals listed or being evaluated for listing under the California Endangered Species Act (CESA). The incumbent is also responsible for providing direction, guidance, and technical expertise to Department conservation programs and may represent the Department on interagency teams, technical working groups, and policy teams with an emphasis on terrestrial wildlife conservation.

| 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% | <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Lead the Department's review of petitioned wildlife listing and delisting petitions submitted to the Fish and Game Commission (Commission) under the CESA. Evaluate listing petitions, prepare petition evaluation reports and present findings to the Commission. Prepare status reviews for CESA-candidate species by researching and utilizing the best scientific information available to the Department and present findings to the Commission. Identify essential habitat for the continued existence of the species. Provide recommendations for management activities and for recovery of the species. Initiate Department led petitions for listing species, as warranted, for consideration by the Commission. Coordinate with Department staff to establish criteria for listing species under CESA. Lead coordination efforts within the Department's Regions and Branches, as well as federal, state, tribal, and stakeholder partners during the evaluation of the status of species petitioned for listing. Assist staff engaging in the review of the status of wildlife listed as endangered or threatened under CESA. Coordinate the Department's response to federal listing and status review actions related to native wildlife. Work closely with staff within the Program and from other Branches, Regions, and the Office of General Counsel to ensure consistent petition evaluation and status review templates and processing standards. Work with Department staff, researchers, and stakeholder groups in developing protocols for the analysis of the status of listed wildlife, their habitats and implementation of recovery efforts.</p> |
| 20% | <p>Lead agency staff, researchers, tribal partners, and stakeholder groups in identifying and resolving complex and often highly visible conservation issues related to listed and petitioned species and their habitats. Research and analyze the status of and threats to California's native wildlife species and identify those species most at risk of becoming</p> |

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| | <p>threatened with extinction. Coordinate with partner agencies and tribal partners on conservation and management of high priority species, including Species of Special Concern and species petitioned for listing. Prepare, review, and/or consult on technical reports, briefings, concept papers, conservation strategies, recovery plans, and grant proposals. Give presentations at public meetings and conferences. Collaborate and foster relationships with tribal partners in accordance with the Department’s Tribal Communication and Consultation Policy. Provide information on the Department’s policies to federal, state, or local agencies, tribal governments, and public groups or individuals requesting guidance and information. Respond to requests for information from stakeholders and agencies.</p> |
| 15% | <p>Provide technical and policy guidance to Department leadership, Directorate science advisors, Office of the General Counsel, Fish and Game Commission staff, and Department staff statewide. Prepare reviews of and analyze legislation and legislative bill language related to sensitive species conservation and management issues affecting the Department. Develop and recommend policy, guidance, training, or workshops to regional and headquarters staff on topics pertaining to conservation of high priority species including applicable laws and regulations. Ensure that effective measures are incorporated into planning and implementation of large-scale conservation plans, conservation strategies, technical reports, briefings, and other documents relating to special-status wildlife. Initiate and prepare regulation change packages when needed to protect listed species.</p> |
| 10% | <p>Work closely with Biodiversity Resilience staff from other CDFW Regions and Branches to develop and implement a strategic workload plan related to CDFW’s environmental permitting compliance and effectiveness monitoring. Participate in the Department’s Biodiversity Resilience Team and track the Program’s workload metrics related to assessing the status of threatened, and endangered native wildlife species listed or being evaluated for listing under CESA. Participate in statewide Biodiversity Resilience staff coordination meetings.</p> |
| 5% | <p>Assist in the review and issuance of Fish and Game Code section 2081(a) scientific, educational, or management permits for CESA-listed amphibians, reptiles, birds, and mammals. Participate in interagency and stakeholder teams for the recovery of native wildlife. Assist with the monitoring and assessment of listed wildlife and their habitats. Use standardized monitoring plans to collect and analyze species-specific biological data and population trends and identify threats. Provide recommendations for improved data collection techniques compatible with large-scale monitoring efforts.</p> |
| 5% | <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative duties including time reports, expense claims, mileage logs, annual individual development plans, and annual work plans. Attend training as needed to enhance performance in the position and contribute to Wildlife Diversity Program goals and objectives.</p> <p>Special Personal Characteristics: The incumbent may lead seasonal staff. A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; is able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders’ interests.</p> <p>Interpersonal Skills: Able to work independently and in a team setting; provide leadership in accomplishing the functions and objectives of the Wildlife Diversity Program; ability to</p> |

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| | <p>mentor new staff members; communicate politely, tactfully, and firmly as necessary with members of the public; demonstrate excellent listening skills and effective negotiation skills; be able to lead a field project; and work effectively in a diverse work environment.</p> <p>WORKING CONDITIONS:</p> <p>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 alternative methods of transportation (including kayak and 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.</p> | |
| SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE. | | |
| PRINT SUPERVISOR'S NAME Neil Clipperton | 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 |