

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 WFD/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-042
UNIT NAME AND LOCATION Wildlife Diversity Program (West Sacramento)	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-042

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 recovery, listing, and conservation of threatened and endangered native wildlife species. The incumbent is the Program lead for the recovery planning of threatened and endangered native amphibians, reptiles, birds, and mammals listed 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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Serve as the statewide coordinator for native wildlife conservation and recovery. Lead and coordinate the preparation of recovery plans for native wildlife listed under CESA. Manage grants and contracts with partner universities and researchers to accelerate the pace and scale of recovery. Review and submit invoices, track spending, and compile annual reports. Lead agency staff, researchers, and stakeholder groups in identifying and resolving complex and often highly visible conservation issues related to native wildlife and their habitats. Lead and participate in interagency and stakeholder teams for planning the recovery of native amphibians, reptiles, birds, and mammals. Represent the Branch and the Department at meetings of intradepartmental or interagency committees or working groups and give presentations at public meetings and conferences. Work closely with staff with the Program and from other Branches, Regions, and the Office of General Counsel to ensure consistent recovery planning language, templates, and standards. Coordinate closely with Department staff to incorporate effective measures for sensitive wildlife species into large-scale conservation plans and land management plans by providing direction, guidance, and expertise. Engage with Regional Landscape Conservation Planning efforts for the recovery of native wildlife.
15%	Coordinate with partner agencies and tribal partners by serving as the Department's representative on multi-agency teams, technical and policy working groups, and other groups related to the recovery, management, and conservation of listed wildlife. Collaborate and foster relationships with tribal partners in accordance with the Department's Tribal Communication and Consultation Policy. Coordinate with federal, state, and local agencies, conservation organizations, and the academic community regarding research for the

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	<p>conservation and recovery of native wildlife. Respond to requests for information from stakeholders and agencies. Identify and help resolve complex, difficult, and highly visible scientific issues involving native wildlife and their habitats. Develop and distribute educational materials, prepare media releases, and conduct public outreach at events to protect listed species. Provide information on the Department’s policies to federal, state, or local agencies, tribal governments, and public groups or individuals requesting guidance and information.</p>
15%	<p>Review the status of wildlife species listed as endangered or threatened under CESA, by researching and utilizing the best scientific information available to the Department. Assess the status of listed wildlife and determine if the conditions that led to the original listing are still present. Identify essential habitat for the continued existence of the species. Provide recommendations for management activities and for recovery of the species. Prepare a written report for each species reviewed for submittal to the Fish and Game Commission. Assist staff engaging in the review of the status of wildlife listed as endangered or threatened under CESA. Provide internal peer review of work products related to petition evaluations and status reviews.</p>
10%	<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 native wildlife 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 the recovery and status assessment of threatened, and endangered native wildlife species listed 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 state-listed 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>

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	<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 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>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME Neil Clipperton</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>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.</p>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>