

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 ECOSYSTEM CONSERVATION /HABITAT CONSERVATION/CENTRAL REGION 4/FRESNO | POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-905 |
| UNIT NAME AND LOCATION HABITAT CONSERVATION PROGRAM | CLASS TITLE Senior Environmental Scientist (Specialist) |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:
 Under the direction of the Senior Environmental Scientist (Supervisory) and in accordance with the Interagency Agreement 43A0398 A1 for services between CDFW and the California Department of Transportation (Caltrans), the Limited Term Full-Time Senior Environmental Scientist Specialist is responsible for serving as a CDFW Region Advance Mitigation Liaison to Caltrans for the development and implementation of Caltrans' Advance Mitigation Program. In support of advance mitigation projects, the incumbent will assist in the review and processing of CDFW mitigation banks, assist with the preparation of Regional Conservation Investment Strategies (RCIS), and review, process, track and permit advance mitigation credits within CDFW, including Mitigation and Conservation Banks (Banks) and Mitigation Credit Agreements (MCAs). The incumbent will also review bank and mitigation property real estate documents and conduct due diligence reviews of entities holding or managing bank and mitigation properties. Duties also include providing technical support, developing procedures, guidelines and standards, and developing regional approaches and positions in coordination with headquarters staff on advance mitigation. Duties include the following functions:

| 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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| 35% | <p><u>ESSENTIAL FUNCTIONS:</u> Advance Mitigation Review: Lead in biological and administrative review and processing of advance mitigation proposals, including Bank, RCIS, MCA, and related documents, site assessments, credit evaluation including wildlife connectivity mitigation credits, correspondence, and current associated fees consistent with the Fish and Game Code and the Caltrans' Advance Mitigation Program. Coordinate with Bank, RCIS, and MCA sponsors, landowners, land managers, conservation easement grantees, and endowment holders, regarding Bank, RCIS, and MCA proposals, and amendments.</p> |
| 25% | <p>Advance Mitigation Establishment: To aid with Bank, MCA and advance mitigation establishment, review title reports for real property proposed for acquisition, conservation easements or fee title for Banks and MCAs. Review of title includes evaluating the title encumbrances and their effect on the conservation values, endangerment to the validity of the conservation easement, and questionable vesting. Review of deeds and conservation easements, agreements, and other documents involved in acquiring real property in easement or deed. Coordinate with Senior Right of Way Agents and Land Surveyors to verify legal descriptions and accuracy of exhibits.</p> |

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| 15% | <p>Advance Mitigation Implementation: Tracking of advance mitigation credits, including Banks and MCA tracking, ongoing compliance, processing CDFW permits associated with advance mitigation, including California Endangered Species Act (CESA) permits, Lake and Streambed Alteration (LSA) Agreements, and associated CEQA documents. Coordinate with local, state and federal agencies and project proponents in environmental review and appropriate permitting for Banks, MCAs, CESA, LSA and CEQA development, implementation and compliance.</p> |
| 10% | <p>Coordination within CDFW and Caltrans Staff: Collaborate with headquarters staff in updating, drafting and understanding policies, procedures, and regulations consistent with the Fish and Game Code related to Banking, RCIS, MCA, as well as Caltrans' Advance Mitigation Program. Coordinate with statewide Caltrans Liaison team members for consistency and cross collaboration, and Caltrans to provide project updates and gain insight on priorities and projects. Independently represent the Banking and RCIS Programs during inter-agency and intra-agency working groups and/or teams, workshops, seminars and trainings to facilitate Banking, RCIS, and Advance Mitigation Programs goals and requirements.</p> |
| 5% | <p>Entity Due Diligence: Conduct Due Diligence review for entities that are proposed to hold and/or manage interest in conservation lands.</p> |
| 5% | <p>Personal Development and Training: Develop work plans and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; maintain professional qualifications; complete mandatory training.</p> |
| 5% | <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration: Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of regional goals and objectives. Other duties as assigned.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Conscientious, positive, reliable, responsible, organized, and enthusiastic; strong initiative and adaptable; strategic thinker; ability to multi-task. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult environmental management problems and new methodologies and scientific application to aid management in policy formation and implementation. Conducts business in a professional manner, is effective in achieving desired results especially for the most sensitive environmental review or planning. Effectively manages time through goal setting, prioritization and work planning. Manages overtime in accordance with labor agreements and direction of management.</p> <p>Interpersonal Skills: Effective written and verbal communication skills; persuasive communication abilities; ability to build and maintain positive relationships; builds trust through honest communication and actions; strives to listen to others and understand</p> |

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| | <p>their interests, concerns, and ideas; works independently and as part of a team; interacts effectively with others to achieve goals. Demonstrated ability to make independent judgements, be open-minded, flexible, and tactful.</p> <p>WORKING CONDITIONS: This position works in an office setting. A telework schedule may be considered. Attend meetings; conduct presentations, and work with regional and headquarters staff to complete work assignments. Occasional overnight travel, longer days and field work hiking over uneven terrain and in inclement weather may be required. A valid California's Driver's license is required. The position may require the incumbent to wear an official uniform for identification purposes.</p> | | |
| SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE. | | | |
| PRINT SUPERVISOR'S NAME Mary Trask | <table border="1" style="width: 100%;"> <tr> <td data-bbox="898 804 1377 888">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1385 804 1526 888">DATE</td> </tr> </table> | SUPERVISOR'S SIGNATURE | DATE |
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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 | <table border="1" style="width: 100%;"> <tr> <td data-bbox="898 1024 1377 1108">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1385 1024 1526 1108">DATE</td> </tr> </table> | EMPLOYEE'S SIGNATURE | DATE |
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