

**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.*

<b>INSTRUCTIONS:</b> 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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Wildlife Management, Lands, & Suisun Marsh Program – Fairfield, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-384-0762-XXX

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>
Under close supervision of the Senior Environmental Scientist (Supervisory), the incumbent will work in a team environment assisting the Department of Water Resources (DWR) in conducting biological inventories and monitoring, assessing biological impacts, and developing mitigation and enhancement measures, as required by the Suisun Marsh Plan (SMP), Suisun Marsh Preservation Agreement (SMPA), and related permits for restoration/enhancement projects; implements activities required by the SMP and SMPA, and related activities not limited to the following essential functions:

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
40%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Suisun Marsh Studies, Research, and Monitoring:</b> Oversee required monitoring for aquatic and semi aquatic species, threatened and endangered species, their habitat, and mitigation lands to comply with State and federal permits. Develop and implement research study designs and perform statistical analysis. Prepare monitoring reports and make recommendations to offset project impacts to threatened and endangered species; establish goals and priorities for species monitoring; and track required permit compliance requirements. Provide technical expertise to local and State agencies. Work closely with DWR on specific features of the SMPA and SMP. Represent CDFW on multi-agency teams including the Suisun Marsh Environmental Coordination Advisory Team (ECAT), Adaptive Management Advisory Team (AMAT), and Applicants Compliance Team (ACT). Apply computer technologies, including Global Positioning Satellite (GPS), Geographic Information System (GIS), the California Natural Diversity Database, digital aerial photography, analyses, maps, and vegetation assemblages.
30%	<b>Suisun Marsh Planning and Tidal Restoration:</b> Coordinate, prepare, and reviews habitat assessments for wetland restoration/enhancement projects. Participate in and make recommendations for restoration/enhancement projects in support of the SMP, including mitigation land acquisition and development, and future marsh planning. Address potential effects to wildlife and threatened and endangered species as required by State and federal permits. Serve on advisory committees for restoration projects. Monitor environmental compliance and biological effectiveness of restoration and enhancement sites for fish, wildlife, and vegetation. Prepare required reports and provide species information for ongoing efforts.
10%	<b>Special Studies:</b> Organize, plan, and implement special studies on aquatic resources to obtain additional information for Suisun Marsh multi-agency plans, permits, regulations, and the United States Fish and Wildlife Service (USFWS) Tidal Marsh Recovery Plan. Participate in water quality,

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10%	<p>benthic, fisheries, herps, and aquatic species monitoring and assessment. Prepare grant proposals and implement funded projects.</p> <p><b>Interagency Coordination and Communication:</b> Attend meetings for the SMP planning, restoration, and enhancement efforts. Work with SMP agencies including DWR, United States Bureau of Reclamation (BOR), Suisun Resource Conservation District (SRCD), USFWS, Delta Stewardship Council (DSC), U.S. Army Corps of Engineers (USACOE), National Oceanic and Atmospheric Administration (NOAA), San Francisco Bay Conservation and Development Commission (BCDC), Regional Water Quality Control Board (RWQCB), private landowners, and other DFW programs in the Suisun Marsh. Coordinate activities with CDFW branches and regions, State and federal agencies, and private landowners in the Marsh. Represent CDFW policies and positions in written and oral communications. Attend and present (oral and poster) information regarding research findings and analysis for SMPA studies in the Suisun Marsh.</p>
10%	<p><b>NON-ESSENTIAL FUNCTIONS:</b></p> <p>Perform administrative tasks, including tracking of time worked. Prepare individual work plans, and attend career development, meetings, training programs, and seminars as appropriate to contribute to the achievement of Program’s goals and objectives. Attend career development, professional qualification and training programs. Keep current on scientific literature as appropriate to contribute to the achievement of the Suisun Marsh Program and Bay Delta Region’s goals and objectives. Respond to the general public and/or technical staff questions.</p> <p><b>Special Personal Characteristics:</b> Strong written and verbal communication skills, demonstrated ability to work independently, with open-mindedness, flexibility and tact. Possesses a high degree of initiative and leadership. Ability to develop and maintain productive relationships while working in contentious settings. Good organizational and time management skills. Ability to lead discussions with CDFW staff and other agency professionals. Ability to collaborate with other state, federal, and county agencies in an effective manner to assure that actions of wetland restoration projects, monitoring agreements, biological permits, and other regulatory requirements are implemented. Working knowledge of CDFW wildlife area regulations, hunting programs, plant and wildlife identification, habitat management techniques, and the California Environmental Quality Act and Federal Endangered Species Act.</p> <p><b>Interpersonal Skills:</b> Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; demonstrate excellent listening skills and effective negotiation skills. Inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry. Facilitate and resolve conflicts at the lowest possible level. Direct and conduct biological resource work in the field. Ability to present data and scientific studies at meetings and conferences.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Ability to use a computer, Microsoft Office Suite, and ArcGIS software up to 8 hours each day. Complete office tasks that require sitting, standing, and walking to other locations. Attend meetings and conference calls. Conduct field surveys as needed, which regularly involve both early morning and late evening work activities. Involves long work hours, sometimes including early mornings, late nights, and weekends. Field work occurs in variable weather conditions and areas with exposure to mosquitos and ticks. Must be able to safely conduct field work, involving walking through uneven terrain, through wet and flooded marshes in waders, carrying up to 30 pounds. Must possess and maintain a valid driver license and be able to operate a motor vehicle with and without four-wheel drive (4WD), all-terrain vehicles (ATVs), and kayaks. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while working on CDFW lands.</p>

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<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
Laureen Thompson, Senior Environmental Scientist (Supervisory)		
<b>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.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
VACANT, Environmental Scientist		