

**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 Office of Cannabis	POSITION NUMBER (Agency-Unit-Class-Serial) 565-026-0765-905
UNIT NAME AND LOCATION Cannabis Restoration Grant Program (CRGP) – Sacramento, Humboldt, Mendocino, Sonoma	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT N/A	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under the direction of the Cannabis Restoration Grant Program (CRGP) Senior Environmental Scientist (Supervisory), the incumbent will maintain lead scientific responsibility over multiple grant funded projects in northern California, develop tools and resources to assist applicants throughout the grant process, and transition grant funded projects to a new CRGP database. The incumbent is expected to work independently and in a team capacity. The specific duties for this position are limited term in nature.

<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.</b>
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Provide scientific and lead technical support for CRGP funded projects, including multiple recently awarded projects located in Humboldt, Trinity, and Mendocino Counties. Develop grant agreements and work with grantees to ensure project activities are completed on time and within budget, and monitoring data and metrics for success are consistent with project goals. Identify unresolved and prohibitive technical issues and facilitate resolution. Serve on Technical Advisory Committees. Finalize and update documents related to grants, and Quality Assurance/Quality Control project data prior to entering in a database. Serve in a limited term capacity to transition grants to a new database starting January 1, 2025. Effectively enter project budgets, deliverables, timelines, invoices, amendments, and correspondence in the database to improve program efficiency and timely processing of invoices. Provide a report on the results of these grant funded projects by January 1, 2026.</p>
30%	<p>Provide technical assistance to federal, state, and local government agencies, California Tribes, and non-profit organizations with the goal of supporting and accelerating the planning and implementation of conservation priorities across the state. Lead a minimum of five CRGP workshops or webinars in calendar years 2025 and 2026 that provide technical assistance for applicants with topics covering writing proposals, budgets, and monitoring plans, and managing grant funded projects. Develop other tools, resources, and outreach materials to assist applicants throughout the grant process. Communicate effectively and timely with local and state government representatives, including Department of Cannabis Control and the State Water Resources Control Board, as well as other CDFW programs and branches. Apply knowledge and expertise of the California Endangered Species Act and the California Environmental Quality Act and provide consultative feedback to reduce impacts to sensitive</p>

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20%	<p>species and habitats. Conduct post-workshop/webinar participant surveys to improve CRGP's engagement and technical assistance efforts.</p> <p>Research and develop a minimum of one new solicitation category before January 1, 2026 to expand and diversify CRGP's grant portfolio. Diversification may be focused on acquisitions, private land clean-up, geography, watershed prioritization, species and habitats, partnerships with local jurisdictions, or other factors to measurably increase both the number of projects funded and amount of funds dispersed. Evaluate barriers experienced by prospective applicants and recommend feasible resolutions to remove these limitations. Provide updates to current solicitations, including guidelines, scoring criteria, and process information to ensure consistency and transparency among the various funding opportunities. Work collaboratively with the Office of Justice, Equity, Diversity and Inclusion and Tribal Affairs to ensure information aligns with CDFW JEDI and Tribal Affairs priorities.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b> Perform routine administrative duties, including time reporting and monthly reporting of activities. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; 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; and recycling issues. Broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p><b>Ability to:</b> 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 public health and environmental issues. Develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings;</p>

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	<p>provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Skills:</b> Ability to utilize Microsoft Excel and other Microsoft software at an intermediate to advanced level for record keeping and grant tracking. Knowledge and experience utilizing spatial data, including Geographic Information Systems. Possess knowledge and experience of cannabis regulations and environmental permitting in relation to cannabis, including CDFW Lake or Streambed Alteration Agreements, California Endangered Species Act, California Environmental Quality Act, State Water Resources Control Board water right permits, and Water Quality waste discharge orders. Specified activities require knowledge of California fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and CDFW administrative procedures and policies.</p> <p><b>Special Personal Characteristics and Interpersonal Skills:</b> Ability to make sound determinations and/or recommendations; analyze situations accurately and oversee appropriate courses of action utilizing independent decision-making and judgment; establish and maintain professional and cooperative relationships with representatives of public and private agencies, organized groups, and the public; commit to serving California’s diverse communities; contribute to a work environment that celebrates diverse backgrounds, cultures, and personal experiences; maintain the ability to travel and effectively participate in site visits, public workshops, and meetings up to 20 percent of the time; maintain open-mindedness, flexibility, and tact.</p> <p><b>WORKING CONDITIONS:</b></p> <p>This position is eligible for the designation of Remote Centered with the option to telework three (3) or more days per week. This position is eligible to report to one of the following offices for the in-office days: Sacramento, Eureka, Fort Bragg, or Santa Rosa. The incumbent will be required to report to the office at the Office of Cannabis’ discretion or as needed for special projects. Intermittent travel may be required for site inspections, monitoring, meetings, and workshops with project partners and constituents. Occasional overnight travel required. Hiking in steep terrain may be required during site visits. Field work will require CDFW approved apparel or uniform.</p>

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

<p><b>PRINT SUPERVISOR’S NAME</b> Virginia O’Rourke</p>	<p><b>SUPERVISOR’S SIGNATURE</b></p>	<p><b>DATE</b></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.**

<p><b>PRINT EMPLOYEE’S NAME</b></p>	<p><b>EMPLOYEE’S SIGNATURE</b></p>	<p><b>DATE</b></p>
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