State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **CURRENT**

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

DFW DIVISION/BRANCH/REGION/OFFICE ECD – Watershed Restoration Grants Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-027-0762-005
UNIT NAME AND LOCATION Fisheries Restoration Grant Program - Yolo	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-027-0762-005
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under Close Supervision of a Senior Environmental Scientist (Supervisory), and in coordination with Watershed Restoration Branch (WRGB) and Regional Staff, the Environmental Scientist performs duties related to regulatory permit submission, reporting and tracking, and California Environmental Quality Act (CEQA) compliance. Additionally, duties include permit compliance for myriad restoration projects throughout California.	

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.)
	ESSENTIAL FUNCTIONS:
40%	**Regulatory Permit Coordination** - Prepares regulatory and compliance documents and tracks the compliance of programmatic regulatory permits that include three Army Corps of Engineers Regional General Permits, Water Quality Control Board 401 permits, and 1600 agreements associated with the Fisheries Restoration Grant Program (FRGP) and related WRGB programs. Compiles monitoring data and prepares annual reports required under each permit in coordination with program staff. Maintains all files related to all permits associated with the programs. Will work under their own initiative with regular coordination with Supervisor and Regional FRGP Leads.
30%	**CEQA Coordination** - Coordinates and ensures compliance with the CEQA process for the FRGP and related programs, in conjunction with WRGB or regional staff, and produces an annual Negative Declaration or appropriate CEQA documentation for all potential grants and submits the documentation to the State Clearing House. Maintains all files related to the CEQA process for the programs. Will work under their own initiative with regular coordination with Supervisor and WRGB or Regional FRGP Leads.
10%	**FRGP Grant Management** - Incumbent works closely with grant and contract recipients to ensure data collection, reporting, and analysis deliverables meet program requirements, including ecological co-benefits for grant-funded projects. Incumbent maintains and updates all documents related to grants and contracts that they manage, including invoices, deliverables, amendments, written correspondences related to grants, and any other documentation necessary for an auditable file.
10%	**FRGP Coordination** - Coordinates with FRGP and WRGB staff in the Coastal and Central Regions in accomplishing specific tasks including record management and permit compliance. Maintains good working relationships with Department of Fish and Wildlife staff, other agency staff, tribes and partners. Assists with training workshops for FRGP procedures, data entry, and PSN compliance.

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.)
5%	Assists with evaluating and promoting FRGP's tribal engagement and fosters relationships tribes throughout California. **PSN Development and Review** – Assists with review of FRGP grant proposals submitted under the Proposal Solicitation Notice (PSN) and participate in Technical Review Team (TRT) meetings. Participates in the development, production, and distribution of the PSN. Will work with WRGB staff and regional staff to accomplish these tasks with direction from the Supervisor.
5%	**NON-ESSENTIAL FUNCTIONS:** Assist the Branch and Regions with the management of restoration proposal information maintains and ensures quality of proposal information, write reports for permits, committees, and CEQA documents. Strategically plans and assists with the tracking for proposal reviews, coordinating with WRGB and regional staff. **Special Personal Characteristics:** Friendly, professional, organized, good listener. Able to follow directions and ask questions. Able to work in a cubical environment. **Interpersonal Skills**: Employ good communication skills to work with professionals from a variety of disciplines. Have very good organization skills and maintain a neat and clean working area. Good phone and email skills. Good follow up skills. **WORKING CONDITIONS**: This position is located at CDFW's 1010 Riverside Parkway,West Sacramento office and includes free parking. The majority of this job is performed at a desk, but there is travel required several times a year. This position will follow CDFW's current telework policy.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME Timothy Chorey	**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**