**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/OFFICEMarine Region | POSITION NUMBER (Agency-Unit-Class-Serial)565-772-0765-XXX RPA: ER7 MR 22-026 |
| UNIT NAME AND LOCATIONHabitat Conservation Program: Statewide Marine Protected Areas Management Project | CLASS TITLESenior Environmental Scientist, Specialist |
| INCUMBENT Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)565-772-0762-075 |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder direction of the Habitat Conservation Program Manager (EPM I), the incumbent will independently conduct staff work critical to the managing, monitoring, and assessing of California’s Marine Protected Area (MPAs) Network. The incumbent will conduct a variety of high-level duties on marine conservation as it relates to the implementation of the Marine Protected Area Management Program, per the Marine Life Protection Act, Marine Managed Areas Improvement Act, guidelines from the 2016 Master Plan for Marine Protected Areas, the Marine Protected Areas Monitoring Action Plan, and recommendations from the 2022 Marine Protected Area Decadal Management Review Report. Conduct complex analyses for management decisions. Duties require strong communication and writing skills and the ability to work well with others. Duties include: |

| **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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| 25%25%25%20%5% | **ESSENTIAL FUNCTIONS**:Under the direction of the Environmental Program Manager, act as liaison with numerous partners (e.g., governmental agencies, Tribal governments, non-government organizations, fishing industry) on complex issues related to marine protected areas management. Represent the Department of Fish and Wildlife in meetings (e.g., Marine Protected Areas Statewide Leadership Team, with contractors, MPA Network Collaborative) on scientific advisory teams, advisory panels and large-scale initiatives involving marine protected areas policy, monitoring, outreach, and compliance. Prepare issue papers, technical reports, and recommendations for the management to facilitate effective decision making. **LEGISLATIVE, ENVIRONMENTAL AND REGULATORY DOCUMENTS:** Conduct research and analysis on needed legislative and regulatory changes related to marine protected areas management for new legislation and existing legislation (e.g., the Marine Life Protection Act and the Marine Managed Areas Improvement Act). Lead the analysis on proposed legislative bills associated with marine protected areas management, data collection and policy as needed. Provide support reviewing environmental documents linked to California’s network of marine protected areas to identify key management issues and draw conclusions for management team. In coordination with the Statewide Marine Protected Areas Management Project staff, lead the review, analysis and data gathering needed for petitions for regulatory change related to marine protected areas received by the Fish and Game Commission. Maintain current knowledge and understanding of current state and federal environmental and fishery regulations and laws. **INTEGRATION OF THE FISHERIES MANAGEMENT AND MARINE PROTECTED AREAS:** Independently research approaches to integrate fisheries and marine protected areas management pursuant to the Marine Life Management Act and the Marine Life Protection Act. Coordinate with other programs and functions within the Marine Region, especially the fisheries related programs, fisheries biologists from academic institutions, tribal governments, non-government institutions, state and federal agencies, global experts, and the Statewide Marine Protected Areas Management Project. Analyze and evaluate existing data and identify key issues, limitations, socioeconomic issues and scientific methodologies and resource management. Evaluate data and provide recommendations on effective and innovative approaches. Responsible for preparing and making presentations for Commission meetings, scientific conferences, public meetings, and other venues as needed on the topic of fisheries and marine protected areas integration.**CLIMATE CHANGE AND MARINE PROTECTED AREAS:** Investigate potential changes needed to marine protected areas in preparation for climate change (e.g., sea level rise and boundary changes, allowed take changes, etc.). Participate and represent the Department in statewide initiatives, advisory groups, and workshops related to marine protected areas resiliency to climate change. Collaborate with personnel from various academic institutions, governmental agencies, tribal governments, non-government organizations to leverage capacity across the state for cost-effective and sustainable long-term approaches to climate ready marine protected areas. **NON-ESSENTIAL FUNCTIONS:****ADMINISTRATIVE/PROFESSIONAL DEVELOPMENT:** Maintain or improve expertise by taking training in writing, statistics, team building, negotiation, facilitation, bill analysis, or other relevant subjects. Complete required state training and various administrative activities (tracking time worked, budget tracking, equipment purchasing and maintenance, scheduling, and time reporting). May prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance; create special reports and white papers, conduct research on issues needing additional information and tracking. Create and maintain needed databases, spreadsheets. **Special Personal Characteristics:** Knowledge of and experience with California’s Marine Protected Areas Network and Management Program and the Department’s management role and policies related to Marine Protected Areas. Provide technical expertise and scientific analysis of scientific monitoring projects related to Marine Protected Area management recommendations and goals. Work closely with representatives from other state and federal agencies, academic researchers, fishing industry, citizen scientists, and numerous partners; critical thinking skills to analyze and solve difficult technical problems; exceptional editing skills, analyze data and present ideas and information effectively; Communicate effectively both orally and in writing; work with individuals of differing backgrounds, opinions, and skill levels. Demonstrated ability to act independently, open-mindedness, flexibility, and tact. Is self-motivated, dependable, reliable, and retains flexibility to adapt to changing circumstances.**Interpersonal Skills**: Detailed oriented and must have the ability to multi-task in a quick paced working environment. Ability to easily adapt and fluidly work independently, as a lead person, or in a team setting depending on work conditions. Exceptional oral and written communication skills to interpret and explain highly technical scientific and analytical information in a manner understandable to the public or general audiences. Ability to communicate effectively and professionally both orally and in writing; ability to produce and critically review professional documents including scientific reports, web-based outreach materials, press releases, and peer reviewed literature. Leadership skills, public speaking, effective meeting facilitation skills, and project management skills also desirable. Skills to utilize intermediate and advanced features of Microsoft Office Suite (e.g., Word, Excel, Power Point, statistical or relational database software) in performance of duties. **WORKING CONDITIONS**: The majority of work will be sitting long periods of time using a computer keyboard, attending meetings virtual or in-person meetings. Depending on the business needs telework may be an option. Occasional travel for meetings, fieldwork, workshops, and training. Travel may be by car or air and require long periods of sitting and occasional overnight travel. Work with staff statewide to complete work assignments. Occasional work in the marine environment deploying research gear and handling wildlife. |
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| **PRINT SUPERVISOR’S NAME** | **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** |