

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.

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 Wildlife and Fisheries Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-062
UNIT NAME AND LOCATION Game Conservation Program, 1010 Riverside Parkway	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 Big Game Supervisor, the activities of this position are focused on scientific investigation, conservation, and management of the state's natural resources and providing for their public use. This position functions as a statewide lead for developing and implementing the policy and conservation activities regarding elk and pronghorn antelope and their habitats. The position prepares and reviews environmental documents per California Environmental Quality Act (CEQA) requirements; reviews and comments on federal environmental documents related to land management activities affecting these species; develops management and harvest recommendations through intra- and interstate consultation and Native American tribes; conducts and leads complex applied research and restoration projects on habitats for elk and antelope. Coordinates with other State and Federal agencies, provides public information, and prepares/directs writing of technical reports and documents. In-depth knowledge of the Department's policies and programs, pertinent laws and regulations, and environmental factors/conditions and how they affect elk and pronghorn antelope, and their habitats is required.
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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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Program Administration - Serves as program lead and coordinator for elk and pronghorn antelope in California. Responsible for administration of program budgets; coordinating, developing, directing, and implementing program activities including grant writing and management; independently identifying problems and developing courses of action for implementation of resource assessment, conservation, and management projects and studies; and developing and recommending policies and regulation changes. Coordinates and leads the development, implementation, and update of species management plans with the regional staff statewide. Serves as lead for up to three temporary staff. Execution of all duties for this position will be accomplished using appropriate training practices, communication/computer tools, accepted scientific methods, and techniques used for lead-person roles and promoting professional development; and knowledge and expertise regarding biological principles relative to the species addressed by the program; and knowledge of Department priorities, CEQA, and Department budgeting and funding procedures.
40%	Natural Resource Planning and Management- Prepares and/or reviews environmental and other extremely complex biological documents; independently identifies problems/issues and develops and implements statewide conservation actions, objectives, and recommendations for restoration and enhancement based on planning and assessments for elk and pronghorn antelope; prepares environmental documents (per CEQA and/or APA requirements) necessary for development of Fish and Game Commission regulations regarding conservation of species, hunting, and addressing environmental problems related to wildlife; coordinates with regional senior staff in the implementation of management plans; develops recommendations and administrative documents for regulatory action based upon conservation objectives, environmental conditions, and biological data.

