

**DUTY STATEMENT**

DFW 242A (REV. 03/18/14)

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| <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<br>Bay Delta Region            | POSITION NUMBER (Agency-Unit-Class-Serial)                             |
| UNIT NAME AND LOCATION<br>Fisheries Restoration – Santa Rosa, CA | CLASS TITLE<br>Senior Environmental Scientist (Supervisory)            |
| INCUMBENT<br>VACANT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-341-0764-001 |

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| <b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b><br>Under the direction of the Environmental Program Manager I (EPM), the incumbent is responsible for directing program activities of the Bay Delta Region's Fisheries Restoration Grant Program throughout the Region. Incumbent assists in developing partnerships with local governments, other state and federal agencies, and non-government organizations important for implementation of the Region's Fisheries Restoration Grant Program. The incumbent is expected to closely monitor and manage politically sensitive elements of the above program aspects and keep the EPM, RM, and Director apprised of any developing significant issues. The incumbent also serves as a member of the Regional supervisory (Leadership) team and may act for the EPM during the latter's absence. |
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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.)  |
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|                                      | <b><u>ESSENTIAL FUNCTIONS:</u></b>   |
| 25%                                  | Supervision: Provide technical supervision for all activities of the Bay Delta Region's Fisheries Restoration Grant Program professional staff and seasonal employees. Establish workload priorities; complete work plans, probationary reports and individual development plans; develop and approve training programs; provide expertise and guidance on work priorities, and biological methods and techniques.   |
| 25%                                  | Fisheries Restoration Grant Program: Provide lead management direction for the Bay Delta Region's Fisheries Restoration Grant Program, including providing technical input and priority guidance to the Bay Delta Region's Watershed Restoration Program staff in the northern half of the Region and coordinate associated Fisheries Restoration Grant Program activities within the southern portion of the Region. Oversee the development and writing of all project associated California Environmental Quality Act (CEQA) and permit requirements. Provide technical input, guidance, and oversight for project contract management, and write and edit both technical and research reports. All activities must be coordinated with respective lead staff in other Regions and with the Fishery and the Watershed Restoration Branches. |
| 20%                                  | Coho Salmon Recovery: Oversee the Region's coho salmon recovery efforts including direct oversight of the Region's Coho Salmon Recovery Specialist; representing the Region on the Department's and National Marine Fishery Service's coordinated Priority Action Coho Team implantation processes, and direct involvement with the implementation of the multi-agency Coho Salmon Broodstock Program.   |
| 10%                                  | Public Information: Represent the Department by making presentations on fisheries management and aquatic habitat issues before government entities and interested public groups; handle or oversee the most sensitive and complex requests for information. Participate in the Region's Drought and Water Conservation public outreach process.  |
| 5%                                   | Water Project and Fisher Barrier Coordination: Represent the Department in forums and processes related to water project development, water conservation, drought related activities, and water project operations. Coordinate such activities with the Bay Delta Region's Habitat Conservation Program and provide technical review, information, and oversight on such projects as needs.  |
| 5%                                   | Fisheries/Aquatic Habitat Conservation Coordination: Oversee and coordinate fisheries staff  |

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|                                      | <p>assistance provided to the Bay Delta Region's Habitat Conservation Program addressing the development of adequate aquatic-related avoidance and mitigation measures for all types of development projects occurring in the Bay Delta Region, provide scientific expertise in such areas as by-pass flows, habitat protection, sensitive and listed species impact analysis, etc.; review project-related technical reports and environmental documents as determined necessary to provide appropriate assistance to Habitat Conservation Program staff. Coordinate with the local, federal and State agencies in the development and implementation of aquatic species recovery and monitoring plans.</p>   |
| 5%                                   | <p>Sport Fishing Regulations: Reply or oversee staff responses to public requests for information concerning fishing regulations and development, review and evaluate new regulations; and coordinate such activities with the Department's Fisheries Branch.</p>  |
|                                      | <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p>  |
| 5%                                   | <p>Prepares and submits monthly time reports, expense claims, annual work plan, and performs other administrative duties. Attend training as needed to enhance performance, professional qualifications and program knowledge.</p>   |
|                                      | <p><b><u>KNOWLEDGE AND ABILITIES:</u></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; techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's/supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.</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; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire</p> |

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|   | <p>confidence and effective working relationships with employees, managers, and leaders in government and industry; plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively contribute to the employer's affirmative action and equal employment opportunity objectives.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Personal Characteristics:</b> Strong communication skills, a demonstrated ability to work independently, high degree of initiative and flexibility.</p> <p><b>Interpersonal Skills:</b> Work independently 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.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Ability to complete office tasks that require sitting, standing, and walking to other locations; use a computer keyboard for several hours each day; attend meetings and conduct conference calls; conduct site field investigation activities that requiring travel of up to five or more hours each way, and involve walking and hiking in rough and remote conditions over uneven and possibly steep or wet terrain. Travel may occasionally include early mornings and over-nights. Must be able to safely operate a motor vehicle and equipment and be prepared to travel using a State vehicle.</p> |

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

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| <b>PRINT SUPERVISOR'S NAME</b>               | <b>SUPERVISOR'S SIGNATURE</b> | <b>DATE</b> |
| Eric Larson, Environmental Program Manager I |                               |             |

**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.**

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| <b>PRINT EMPLOYEE'S NAME</b> | <b>EMPLOYEE'S SIGNATURE</b> | <b>DATE</b> |
|                              |                             |             |