

DUTY STATEMENT

DFW 242A (REV. 03/19/14) RPA 19-028

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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CDFW DIVISION/BRANCH/REGION/OFFICE Ecosystem Conservation Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-039-0762-XXX
UNIT NAME AND LOCATION Habitat Conservation Planning Branch, Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Senior Environmental Scientist (Supervisor) in the Habitat Conservation Planning Branch (HCPB) Landscape Conservation Planning Program (LCPP), the incumbent is responsible for having an in-depth knowledge of ecological principals, Department policies, administrative procedures, applicable laws and regulations, and data and tools designed to protect California's biological diversity through voluntary conservation planning, in partnership with other State, federal, and local agencies; private landowners; and other stakeholders. This assignment typically includes developing partnerships; communicating and engaging with federal, State, and local agencies and stakeholders on Program components and goals; identifying priority focus areas for planning; providing scientific and policy guidance; identifying, developing, and refining needed regional conservation planning tools; and assisting and training regional staff. A high degree of personal initiative and critical thought is expected. Public contacts made in the course of this work are sensitive and involve a wide variety of special interest groups. Incumbent will make recommendations regarding science, laws, conservation principles, and policies/procedures related to ecosystem level planning, and collaboratively identify tools and data gaps. Errors in applying, interpreting, or presenting the best available technical information may have highly significant consequences for the public, the Department, and trust resources. Specific duties and responsibilities are as follows.

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.)
30%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Conservation Planning and Implementation – Participate as a member of a team of landscape conservation planners to achieve long-term, landscape-level planning objectives in collaboration with other state and federal agencies and their consultants. Collaborate with Department staff and others to facilitate planning and implementation of the Landscape Conservation Planning Program (LCPP) components, including Natural Community Conservation Planning (NCCP); Conservation and Mitigation Banking; and Regional Conservation Assessments (RCA), Regional Conservation Investment Strategies (RCIS), and Mitigation Credit Agreements (MCA). Identify and coordinate regional and statewide conservation priorities. Prepare and review documents and provide input on conservation planning. Support in the administration of federal and state grant programs applicable to LCPP components. Meet and communicate regularly with LCPP team members, other HCPB program staff, and other CDFW staff to provide updates and exchange information on conservation planning and implementation progress and to collaborate in developing creative solutions and sharing them with others throughout the state. Foster partnerships with federal, State, and regional wildlife agencies and stakeholder groups.</p>
30%	<p>Statewide Landscape Conservation Planning Communication and Engagement – Develop and implement communication and engagement strategies with federal, State, and local agencies, stakeholders, and the public, to foster understanding, support, and use of</p>

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30%	<p>LCP's component programs and to help refine and shape those programs to more effectively achieve landscape conservation objectives. Assess program effectiveness and develop outreach and training materials. Update and maintain databases and web pages and conduct miscellaneous research tasks.</p> <p>Statewide Landscape Conservation Program Support - Draft, review, and make recommendations regarding plans, laws, regulations, conservation guidelines and complex policies/procedures in relation to ecosystem and biodiversity conservation planning. Gather and disseminate information about species, habitats, wildlife and habitat connectivity, ecological processes, climate change, and other conservation strategies (such as conservation of working lands). Determine and coordinate regional and statewide conservation priorities. Prepare concept papers, budget change proposals, and bill analyses, and participate in long-term strategic planning for the program. Assist in the administration of federal and state grant programs and maintain program records.</p>
5%	<p>Personal Development and Training - Develop work plans and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; maintain professional qualifications; complete mandatory training.</p>
5%	<p>Administration – Prepare and submit monthly time and activity reports and expense claims. Other duties as assigned.</p>
	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration – Prepare and submit monthly time and activity reports and expense claims. Other duties as assigned.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil sciences, resource management, hydrology and geology; statistical methods; natural resources, and the environment; California and Federal environmental laws, rules, regulations, and requirements; hydrology and geology, and 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.</p> <p>Ability to: 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 environmental issues.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Conscientious, positive, reliable, responsible, organized, and enthusiastic; strong initiative and adaptable; strategic thinker; ability to multi-task. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult environmental management problems and new methodologies and scientific application to aid management in policy formation and implementation. Conducts business in a professional manner, is effective in achieving desired results especially for the most sensitive environmental review or planning. Effectively manages time through goal setting, prioritization and</p>

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	<p>work planning. Manages overtime in accordance with labor agreements and direction of management.</p> <p>Interpersonal Skills: Effective written and verbal communication skills; persuasive communication abilities; ability to build and maintain positive relationships; builds trust through honest communication and actions; strives to listen to others and understand their interests, concerns, and ideas; works independently and as part of a team; interacts effectively with others to achieve goals. Demonstrated ability to make independent judgements, be open-minded, flexible, and tactful.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attend meetings and hearings; conduct presentations, and work with staff statewide to complete work assignments. Occasional travel may be required.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME Shannon Lucas</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>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>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>