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

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
Wildlife & Fisheries Division/Wildlife Branch

POSITION NUMBER (Agency-Unit-Class-Serial)
565-035-0765-XXX

UNIT NAME AND LOCATION
Nongame Wildlife Program/West Sacramento

CLASS TITLE
Senior Environmental Scientist (Specialist) Limited Term

INCUMBENT

CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of the Nongame Wildlife Program Environmental Program Manager, incumbent will serve as the Department’s statewide lead for pollinator conservation to directly support biodiversity conservation efforts in California. Incumbent is responsible for providing technical and editorial guidance on pollinator conservation and management and acts as the Wildlife Branch liaison to the other Department branches and regions. As Wildlife Branch liaison, incumbent will coordinate and collaborate with Department staff to compile, review, evaluate, and analyze data and other information related to pollinators and will represent the Department in coordinated efforts related to pollinator habitat restoration and enhancement, recovery and conservation actions, and monitoring. Incumbent is also responsible for assessing species status and supporting conservation efforts in California for terrestrial invertebrates listed or being evaluated for listing under the State and federal endangered species acts.

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%

Pollinator Coordination: Provide technical and procedural guidance to Department leadership and wildlife and lands management staff on pollinator conservation and management to support California’s biodiversity efforts. Coordinate with and support Department implementation of the California Biodiversity Initiative. Facilitate a Pollinator Working Group composed of state and federal agencies and key stakeholders to develop a suite of actions to protect and restore habitats for key pollinator species. Represent the Department in coordinated efforts related to research, conservation, recovery, management, and funding priorities for pollinator conservation. Represent the Department before the Commission, Department leadership, state and federal agencies, private landowners, public land managers, stakeholders, and the general public on issues pertaining to pollinator conservation and management. Prepare, review, oversee, and consult on preparation and review of technical reports, briefings, and concept papers; grant proposals; permits and research agreements; land management plans; habitat restoration and enhancement projects; and legislation and regulations related to conservation and recovery of pollinators and their habitats.

40%

Species Assessment and Conservation: Prepare, review, and oversee preparation of and review of technical reports, listing and delisting petitions, status reviews, conservation strategies and recovery plans, permits and research agreements, and legislation and regulations relating to the conservation and recovery of native terrestrial invertebrates and their habitats. For species petitioned for listing under the California Endangered Species Act (CESA), ensure petition evaluation reports and status reviews are complete and consistent with information and guidelines specified in Fish and Game Code and include the best scientific information possessed by and available to the Department. Coordinate with Commission staff on public notices, public comment, and delivery of required materials related to CESA. Work with Department staff, researchers, and other agencies to compile, evaluate, and synthesize data/information related to terrestrial invertebrate conservation. Coordinate closely with Department Conservation Planning and CESA/CEQA permit program staff statewide to ensure effective measures for invertebrates of conservation priority are incorporated into planning and implementation of large-scale conservation plans and permits. This includes providing direction, guidance, expertise, and training to region and headquarters staff, and coordinating with other agencies to ensure appropriate measures are incorporated into planning and permitting documents.
### Public Information and Education:
Give presentations and provide comments and recommendations to state and federal agencies, local boards, commissions, and the public. Respond to public inquiries by phone, email, or letter. Assist with preparations of news and social media releases and respond to media inquiries. Prepare educational materials and web content.

### NON-ESSENTIAL FUNCTIONS:
Implement Individual Development Plan objectives; maintain professional qualifications through training, attending seminars and workshops, participating in professional/scientific committees, and reviewing scientific literature. Other duties required, including generation of monthly time sheets and expense claims, completing required paperwork, implementing Department policy requirements, and assisting with Wildlife Branch priorities.

### KNOWLEDGE AND ABILITIES:
**Knowledge of:**
- 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.

**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 public health and environmental issues. In addition to the above, 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 nonspecialists; 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 confidence and effective working relationships with employees, managers, and leaders in government and industry.

### DESIRABLE QUALIFICATIONS:
**Skills:**
- College degree, college coursework, and/or experience in entomology or closely related field.
**PERCENTAGE OF TIME PERFORMING DUTIES**

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<tr>
<th>DUTIES</th>
<th>PERCENTAGE OF TIME SPENT</th>
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<tr>
<td>Knowledge and experience with terrestrial invertebrate sampling techniques and identification.</td>
<td>100%</td>
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<td>Proficient with Microsoft Office software, web editing, relational databases, and data analysis.</td>
<td>75%</td>
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<tr>
<td>Knowledge or experience with habitat restoration and enhancement activities for pollinators.</td>
<td>50%</td>
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<tr>
<td>Experience facilitating or organizing multi-disciplinary teams or technical work groups.</td>
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**Special Personal Characteristics:**
- High degree of personal and professional integrity, aptitude for detail, and initiative.
- Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.
- Ability to organize, prioritize, and follow verbal or written instructions and directions.
- Effectively deal with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.
- Open to change and ability to adapt in response to new information, changing conditions, or unexpected obstacles.

**Interpersonal Skills:**
- Communicate effectively with government agencies, industry, and the general public verbally and in writing.
- Get along with diverse personalities while maintaining a high level of professionalism.
- Ability to use tact and diplomacy when addressing the needs and/or concerns of Department employees, state and federal agency representatives, stakeholders, and the public.
- Ability to work independently in a technical setting and as part of an interdisciplinary team.
- Receive direction from and manage work requests from multiple sources.

**WORKING CONDITIONS:**

- Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. Attend meetings. In addition to working with Sacramento-based staff, interact with Regional staff and members of the public via e-mail, telephone and virtually. Ability to develop and make effective oral presentations before the public. Possess a valid CA driver's license. Ability to direct and conduct biological resource work in the field; travel throughout the state; and work at odd or irregular hours. Ability to drive for up to 8 hours. Ability to work outdoors in variable weather conditions, wade in streams, and walk over uneven outdoor terrain carrying a 30 lb. backpack for up to 6 hours.