

**DUTY STATEMENT**

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

<b>INSTRUCTIONS:</b> 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	
UNIT NAME AND LOCATION Regulations Unit - Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) #565-032-0762-XXX

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
 Under the close supervision of the Regulations Unit Program Manager, this position is responsible for the development and review of high priority regulations to conserve and manage fish and wildlife. The incumbent works in close coordination with Department and Fish and Game Commission staff on complex and controversial biological and regulatory issues, including preparing and reviewing supporting rulemaking documents. Performance of duties will require a comprehensive knowledge of the Administrative Procedure Act, Department and Commission administrative procedures, Department policies, and environmental laws and ecological principles. Also required is an understanding of the Department organizational structure, Fish and Game Code, and Title 14, California Code of Regulations. A high degree of personal initiative and good judgement is expected in the development of solutions for complex, controversial rulemakings. Specific duties and responsibilities are as follows:

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
45%	<b><u>ESSENTIAL FUNCTIONS:</u></b> Under the close supervision of the Environmental Program Manager 1, and in coordination with Regulations Specialists in the Programs and Regions, the incumbent follows established procedures to review, analyze and develop regulatory documents for rulemaking packages consistent with the Administrative Procedure Act (APA) for marine, land, water, fish, and wildlife issues of substantial complexity and importance. Oversee and follow progress on rulemaking items through the Commission process, responding appropriately to requests and inquiries from the Commission. Participate in Commission agenda meetings, discuss upcoming communication needs and issues with Commission staff, and execute plans accordingly. Communicate and effectively work with all levels of staff, other agencies and the public, and build and maintain working relationships with internal and external stakeholders. Develop innovative solutions for complex, controversial regulations issues that have statewide significance.
35%	Working with the Environmental Program Manager 1, Program staff, economists, and Commission staff, oversee the development of regulation change concepts and the preparation of rulemaking timelines for Commission and Department rulemakings. Works with Commission and Department staff on development of the annual regulations booklets. Monitors and manages incoming correspondence for the Regulation Unit's email account.
15%	Provide guidance to Department and Commission staff on APA requirements and changes in the APA rulemaking process as new laws become effective. Contribute to and update regulation tracking logs and written procedures for Program guidance outlining the preparation, review, and approval of proposed rulemakings.

**DUTY STATEMENT**

<p><b>PERCENTAGE OF TIME PERFORMING DUTIES</b></p>	<p>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.)</p>
<p>5%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Implement Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature.</p> <p><b>KNOWLEDGE AND ABILITIES:</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.</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.</p> <p><b>WORKING CONDITIONS:</b> 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; work with staff statewide to complete work assignments. Occasional travel required.</p>

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

<p><b>PRINT SUPERVISOR'S NAME</b> Michelle Selmon</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></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><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>
-------------------------------------	------------------------------------	--------------------