

DUTY STATEMENT

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

PROPOSED

CURRENT

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 Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-131-0765-033
UNIT NAME AND LOCATION Habitat Conservation Program, Ft. Bragg	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 general direction of a Senior Environmental Scientist Supervisor, the incumbent will be part of the Cannabis Enforcement Program (CEP) responsible for the following scope of activities in Humboldt, Mendocino, and western Trinity counties within the Northern Region (NR). Working in close cooperation with Law Enforcement Division (LED), Water, Habitat Conservation Planning and Fisheries branches, the Regional Water Quality Control Board (RWQCB), and the Bureau of Medical Cannabis Regulation, incumbent leads environmental assessments during specialized environmental investigations targeting cannabis cultivation sites. The incumbent applies an extensive knowledge of environmental impacts, a high degree of personal initiative, and independent judgment. Performance of specified activities will require an in-depth knowledge of CDFW administrative procedures and policies, applicable permitting and environmental laws, ecological principles, the California Environmental Quality Act, and the California Endangered Species Act (CESA). Incumbents independently identify problems, develop courses of action, and conduct critical and/or sensitive scientific investigations and studies and may prepare guidance, policy, planning, or regulatory documents and legislative proposals on issues of importance. Public contacts made in the course of this work are highly sensitive and involve a wide variety of stakeholders. Errors in applying or presenting the best available technical information may have significant consequences for the public, CDFW, and public 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.)
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Incumbent leads the environmental assessments during investigations of cannabis cultivation sites that are critical to program success and can be extremely sensitive; prepares Environmental Impact Assessment reports (EIAs) and Notice of Violation letters (NOVs); collects evidence including photo documentation, surface and groundwater samples, chemical identification and documentation, water diversion impacts and rates, wildlife and habitat damage assessment and grading impacts. Coordinates with other State and local agencies dealing with cannabis enforcement efforts relative to the CEP, including the RWQCB, the Department of Cannabis Control, and County Sheriff. Incumbent is responsible for planning and conducting watershed assessments to determine high priority areas for potential enforcement action.</p>
15%	<p>In conjunction with CDFW legal counsel and CEP chain of command, incumbent will prepare findings for Fish and Game Code section 12025(e) which provides administrative penalties for violations to Fish and Game Code sections 1602, 5650, or 5652 in connection with the production or cultivation of a controlled substance. Develop remedial actions that could be taken to mitigate environmental impacts. Assist CEP in coordinated cases with the District Attorney, Attorney General, and circuit prosecutors by providing well written EIA's, and providing court testimony when necessary.</p>
10%	<p>Incumbent independently identifies opportunities to develop and implement scientific research studies to evaluate the impacts from cannabis cultivation on critical natural resources. Develop scientific study plans, identify funding and staffing needs, prepare reports and distribute results to stakeholders. Coordinate assessment efforts with LED, RWQCB, and other responsible state and federal agencies.</p>
10%	<p>Incumbent evaluates Fish and Game Code Section 1600 et seq. notifications for technical completeness (including review of any completed CEQA documentation); conducts site visits with applicants; prepares draft 1600 agreements incorporating terms and conditions to reduce fish and</p>

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	wildlife impacts to less than significant levels and prepares transmittal letters for notifications and draft 1600 agreements.
10%	Incumbent will lead or assist taskforce staff members with public outreach activities; work closely with CDFW Office of Communication, Education and Outreach and State Water Board's Office of Public Affairs. Conduct outreach activities with cannabis cultivators and associated groups about environmentally safe practices, and CDFW laws and regulations. Assist in internal training of new staff.
5%	Incumbent will prepare and review complex or controversial CESA permits or threatened, endangered and candidate species that may be taken on CEP related projects. Oversees internally developed CEQA documents for CESA agreements (e.g., Notice of Determination, CEQA Findings).
5%	Review water and cannabis cultivation related legislation, regulations, policies, and procedures and provide comments to Branch as requested. Make arrangements for equipment maintenance and purchases; attends in service training. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Implement Individual Development Plan objectives; maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature; increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local coordinated resource management groups, and other organizations; and perform other administrative duties such as the maintenance of assigned State vehicle, monthly preparation and discussion of significant activities with supervisor, time expenditures reports, and expense claims.</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 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.</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 public health and environmental issues. Develop scientific methodologies, research projects, criteria, procedures,</p>

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	<p>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.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Knowledge of: Environmental impacts of cannabis cultivation and a general knowledge of all potential violations associated with cannabis grows; general knowledge of Fish and Game Code and other laws, rules, regulations, and policies relating to the conservation and protection of fish, wildlife, and their habitat in California; general knowledge of California Environmental Quality Act statute and guidelines, and CDFW policies and practices as a lead and responsible agency; water rights laws and regulations; CDFW policies; basic principles and techniques of natural resources management including habitats, life histories, ecological relationships, and geographical distribution of fish and wildlife in California.</p> <p>Ability to: 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 confidence and effective working relationships with employees, managers, and leaders in government and industry. Effectively coordinate with other state agencies and a variety of DFW Branch and Regional programs to develop consistent and effective practices or procedures. Excellent written and oral communication skills and the ability to make effective presentations to management, other agencies, stakeholders, and the public. Ability to tactfully and adequately handle difficult questions or hostile demeanor from the public.</p> <p>Special Personal Characteristics: Demonstrated ability to act independently, lead and work well in a team setting; apply open-mindedness, flexibility, and tact; maintain professional personal appearance; reliability and keenness of observation.</p> <p>Interpersonal Skills: Strong interpersonal skills, with an ability to motivate staff and encourage teamwork, and a desire to help staff with their technical and professional development. High degree of personal initiative, environmental and work ethic, and team orientation.</p> <p>WORKING CONDITIONS:</p> <p>Able to: work unusual and/or long hours; occasional attendance at evening public meetings; travel frequently; spend multiple days in the field assessing habitat conditions in adverse weather or terrain; walking in and through rural terrain where outdoor cannabis grows occur; hiking over rough terrain with no vehicle access; operating a 4WD vehicle off highway, over rough terrain on a weekly basis; operate an all-terrain vehicle occasionally. Possess a valid Driver License. Travel occasionally to assist other CEP team investigations.</p> <p>During the COVID-19 pandemic, this position is eligible for telework with required travel for business purpose and need including, but not limited to, attending meetings, site visits, and hearings, and statewide to work with staff to complete work assignments. Telework may be an option after the pandemic.</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Scott Bauer	SUPERVISOR'S SIGNATURE	DATE
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.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE