

DUTY STATEMENT**E-R6 LF 21-011**

DFW 242A (REV. 09/28/21)

☐ **CURRENT****Department Statement:**

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

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 Inland Deserts Region (6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0762-036
UNIT NAME AND LOCATION Habitat Conservation South, Ontario	CLASS TITLE Environmental Scientist
INCUMBENT vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0762-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Senior Environmental Scientist (Supervisory), the incumbent independently performs assigned work including studies, reports, documents, and field work, and provides consultative advice to entities and agencies primarily in western Riverside County related to the conservation of habitats, species, and ecological processes in the California Department of Fish and Wildlife (CDFW) Regional Habitat Conservation Program. The incumbent has primary responsibility for projects involving Lake and Streambed Alteration (LSA), Natural Community Conservation Program, and associated California Endangered Species Act (CESA) and California Environmental Quality Act (CEQA) processes. Specified activities require knowledge of California fish and wildlife resources, ecological principles, water resources management, lake and stream processes, permitting and environmental laws, and procedures and policies. The incumbent applies knowledge of environmental resources, a high degree of personal initiative, and independent judgment. Public contacts made in the course of this work are highly sensitive and involve a wide variety of stakeholders and issues.

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.)
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Habitat Conservation Plans (HCP) and Natural Community Conservation Plans (NCCP): Assists local county and city jurisdictions and state and federal agencies in the development and implementation of HCP's and NCCP's so that they conform to CDFW permit requirements and policies. Works collaboratively with permittees and stakeholders in developing and/or implementing these plans. Activities include document review and comment, data analysis, report preparation, field inspection, meeting attendance, preparing presentations, administrative record preparation and maintenance, and negotiations with public and private entities. Work collaboratively with internal CDFW Habitat Conservation staff on advancing overall program and grant management, goals, and objectives. Develops and maintains well-organized filing system for all items and areas of responsibility.</p>
30%	<p>Lake and Streambed Agreements: - Analyze, review, prepare and track Lake and Streambed Alteration Agreements, and associated environmental correspondence. Incumbent will quantify development impacts on resources and make recommendations; meet with project proponents in the office and in the field to determine project scope and impacts; prepare and submit associated documents for supervisor or Environmental Program Manager signature. Maintain project files, tracking systems, and correspondence, and help train scientific aides to assist in above duties.</p>

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15%	<p>Lake and Streambed Agreement Implementation, Compliance, and Monitoring. Implement LSA agreements in coordination with state and federal staff and programs. Meet with project proponents in the office and in the field to implement LSA agreements including any required plans and mitigation for project impacts. Conduct compliance monitoring, desk review and site visits of LSA Agreements. Draft correspondence documenting non-compliance with LSA Agreements and develops additional permit terms and remedial actions. Perform compliance monitoring of existing LSA Agreements, including site visits, maintain monitoring effort records, prepare correspondence, collect and analyze environmental data, prepare reports, attend meetings, prepare presentations, and administrative record preparation and maintenance. Coordinate with Law Enforcement Division's Wildlife Officers and other State and local agencies addressing non-compliance and enforcement efforts.</p>
10%	<p>Environmental Review: Reviews documents and prepares comments for the Environmental Program Manager's signature on California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) and related habitat conservation program documents. Attends meetings and public hearings with lead agencies, consultants, public, and regulatory agencies. Ensures timely coordination of analysis and correspondence with other appropriate CDFW staff and other agencies. Coordinates analysis and correspondence with other appropriate CDFW staff. Communicates program processes and responsibilities to lead agencies, consultants, public, and regulatory agencies.</p>
5%	<p>Coordination and Technical Consultation: Exercises sound judgement; coordinates and consults with federal, state, and local agencies, reserve managers, and other agencies on HabCon program related issues. Conducts project related monitoring activities, occasional handling of sensitive species, and adaptive management activities. Provides consultative advice to various governmental entities and agencies regarding LSA matters. Increases and maintains biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local, state, and federal resource agencies, and other groups, entities, and organizations. Work closely with HabCon staff from other Regions and Habitat Conservation Planning Branch to ensure consistent application of NCCP and LSA, and coordination of standards amongst regions. Represent the Inland Deserts Region Habitat Conservation Program in regional and CDFW Statewide working groups.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Professional Development, Training, and Administrative Tasks: Obtains job-related training through the Department or outside organizations. Attends trainings as needed to enhance performance in the position and program knowledge. Maintains professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Prepares expense claims, time reports, weekly workload reports, progress reports, annual Individual Development Plan and annual work plan and other administrative duties as required and within the period and manner requested. Assists Ontario office-based program staff as required. Develops and maintains well-organized filing system for all items and areas of responsibility. Uses Microsoft Office software to prepare clear, complete, and technically accurate reports; collect environmental data; review, check, and interpret scientific data and reports. Implements Individual</p>

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	<p>Development Plan objectives.</p> <hr/> <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.</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.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Skill to: Apply environmental and natural resource principals for the analysis of proposed projects; use sound judgement, effectively communicate to the scientific community and the public, effectively facilitate meetings and environmental negotiations.</p> <p>Special Personal Characteristics: Strong verbal and written communication skills; strong listening skills; a demonstrated ability to exercise sound judgement and work independently; high degree of initiative, flexibility, open-mindedness, and tact; ability to develop and maintain productive relationships while working in contentious settings; maintain professional personal appearance; reliability; and leadership.</p> <p>Interpersonal Skills: Work independently and 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 to facilitate and resolve conflicts; inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry; and demonstrated ability to enhance and maintain a positive working environment.</p> <p>WORKING CONDITIONS:</p> <p>Ability to use a computer keyboard and Microsoft office software up to eight hours each day;</p>

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	complete office tasks that require sitting, standing, and walking to other locations; participate in and coordinate meetings and conference calls. Travel and field work is required. Attendance at site visits, meetings, and internal/external trainings in all five counties in the Region, Sacramento or throughout the State may require occasional overnight travel of two or more days per week to reach some meeting, project, or site locations. Field work may include driving a 4-wheel drive vehicle, driving a vehicle several hours each way, and/or hiking long distances over uneven and possibly steep or wet terrain at project sites. Willingness to work long hours, sometimes including early mornings, late nights and weekends. Operate 4WD vehicles, project equipment, machinery, digital equipment, computers, and lab equipment.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Heather Pert	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