

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:
DFW DIVISION/BRANCH/REGION/OFFICE Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-025	
UNIT NAME AND LOCATION Habitat Conservation, Fresno	CLASS TITLE Senior Environmental Scientist (Specialist)	
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Seri) 565-431-0765-025	
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction and supervision of a Senior Environmental Scientist (Supervisor), and in close cooperation with Law Enforcement Division (LED) the incumbent is responsible for conducting the identified activities and acting as lead person for Environmental Scientists. The incumbent will independently identify potential problems and develop courses of action while working on specialized complex environmental investigations and studies, and environmental review and permitting of projects related to cannabis cultivation and remediation of cannabis cultivation sites. The incumbent will conduct the more complex investigations, project review and permitting within the Central Region including preparation of Lake and Streambed Alteration (LSA) Agreements, California Endangered Species Act (CESA) permits, and will review, provide comments, and/or complete documents necessary for compliance with the California Environmental Quality Act (CEQA). The incumbent will coordinate with, and provide guidance to, local lead CEQA agencies, staff from California Department of Food and Agriculture (CDFA), and State Water Resources Control Board (State Water Board) in addition to CDFW's Cannabis Program staff statewide and may prepare guidance, policy, planning or regulatory documents related to cannabis cultivation. Specified activities require knowledge of California fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and CDFW administrative procedures and policies. The incumbent applies an extensive knowledge of environmental impacts, 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. 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 include, but are not limited to the following essential functions:		

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35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Lead person for a team that conducts watershed assessments and subsequent specialized investigations targeting cannabis cultivation sites. Incumbent will conduct the more complex assessments that may include identification of high priority sites for investigations targeting cannabis cultivation sites and collecting information to support clean up, remediation, restoration, and enforcement of Fish and Game Code violations. Collects and synthesizes evidence and data that may include photo documentation, geographic information system (GIS) information, surface and groundwater samples, documentation of chemical presence and potential contaminants, wildlife tissue samples, water diversion impacts and rates, and wildlife and habitat damage assessment. Responsible for preparing documentation related to investigations including but not limited to Notice of Violation (NOV) letters, Rapid Enforcement Memos (REM), and Environmental Impact Assessments (EIA). Evaluates and develops remedial actions that could be taken to mitigate for the environmental impacts of cannabis cultivation on subject sites. Coordinates with other State and local agencies regarding investigation efforts and outcomes including California Regional Water Quality Control Board (RWQCB), CDFA, State Water Board, local law enforcement agencies, district attorney, attorney general, and circuit prosecutors, and provides court testimony when necessary.</p>
20%	<p>Prepare LSA Agreements for cannabis cultivation and remediation of cannabis cultivation sites for the most complex projects. Review LSA notifications for cannabis cultivation related projects received by the regional office for completeness and General Agreement notifications for eligibility. Perform desk reviews and site visits to evaluate project effects on lakes and streams. Identify measures necessary to protect existing fish and wildlife resources. Draft LSA Agreements and negotiate terms with applicants as necessary. Ensure processing and issuance of LSA Agreements</p>

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	<p>within regulatory timelines. Enter and maintain LSA notification and agreement data in CDFW Environmental Permitting Information System (EPIMS). Conduct compliance and effectiveness monitoring including site visits and desk reviews. Respond to inquiries related to LSA Agreements from landowners, project proponents, interested parties, stakeholders and the general public.</p>
20%	<p>Perform CEQA review for projects related to cannabis cultivation or remediation of cannabis cultivation sites for the most complex projects. Conduct review of CEQA documents including coordination with lead and responsible agencies; and ensure CEQA compliance for LSA and CESA permits, in applicable trustee, responsible and lead agency roles. Review, track, and prepare written comments on CEQA and related environmental documents. Prepare CEQA documents and notices when CDFW is a Lead Agency, including participation with other agencies and private parties in the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife. Review No-Effect Determination requests and prepare determinations.</p>
10%	<p>Prepare CESA permits for projects related to cannabis cultivation and remediation of cannabis cultivation sites for the most complex projects. Review CESA permit applications, conduct site visits, and prepare CESA Incidental Take Permits (ITPs) and Consistency Determinations (CDs). Coordinate CDFW's CESA permitting process with federal, State, and local agencies. Work with Regional staff and Habitat Conservation Planning Branch to ensure consistent implementation of mitigation and monitoring requirements. Coordinate with the US Fish and Wildlife Service and other federal, State, and local agencies in the development and implementation of Safe Harbor Agreements.</p>
10%	<p>Incumbent will routinely respond to sensitive telephone inquiries and drafts written inquiry responses for the signature of the Regional Manager or Director, to government agencies, boards and commissions, consultants, the general public and their elected representatives. These responses describe the effects of proposed cannabis cultivation and licenses upon natural resources, methods to determine said impacts, attendant legal requirements, measures necessary to prevent damage and interpretation of CDFW's position, and legal constraints/authorities and policies. The recommendations will receive review and consideration from the region's Habitat Conservation Program supervisors, Central Region Habitat Conservation Environmental Program Manager, Regional Manager, Habitat Conservation Planning Branch, Office of General Counsel, and CDFW Executives.</p>
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. Arrange for equipment maintenance and purchases; attends in service training. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements.</p> <p><u>KNOWLEDGE AND ABILITIES:</u></p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources; principles of ecology; soil sciences, resource management, hydrology, geology, and; statistical methods; 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-</p>

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	<p>referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>In addition to the above, 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.</p> <p>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 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.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Skill to: Work cooperatively with and direct others, and possession of an understanding of techniques and methodologies related to collecting, organizing, compiling, reporting and disseminating biological and environmental data; effective writing skills including grammar, spelling, sentence structure, and composition. To fulfill the duties of this position, the incumbent is required to have strong written and oral communication skills.</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: Must be able work unusual and/or long hours on short notice; 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 cultivation occurs; 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.</p>
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>	

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PRINT SUPERVISOR'S NAME	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

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DFW DIVISION/BRANCH/REGION/OFFICE Central Region	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program, Fresno	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the close supervision of a Senior Environmental Scientist (Supervisor), the incumbent is part of CDFW's Central Region Cannabis Enforcement Program, conducting specialized and complex environmental investigations targeting cannabis cultivation sites. The incumbent independently performs assigned duties and has responsibility for developing CDFW's Lake and Streambed Alteration (LSA) Agreements, California Endangered Species Act (CESA) permits, Environmental Impact Assessments (EIA) and associated documents, and review, comment, and/or completion of documents necessary for compliance with the California Environmental Quality Act (CEQA) within the Central Region. The incumbent will work with, and provide consultative advice to, local lead CEQA agencies, staff from California Department of Food and Agriculture (CDFA) and State Water Resources Control Board (State Water Board), and CDFW Cannabis Program staff statewide. Specified activities require knowledge of California fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and CDFW administrative procedures and policies. The incumbent applies knowledge of environmental impacts and a high degree of personal initiative. Public contacts made in the course of this work are highly sensitive and involve a wide variety of stakeholders. Specific duties and responsibilities are as follows:

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35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Prepare CEQA compliance documents for cannabis cultivation projects. -Conduct review of CEQA documents and prepare CEQA compliance for LSA and CESA permits for cannabis cultivation and remediation projects. -Review, track, and prepare written comments on CEQA and related environmental documents. Prepare CEQA documents and notices when CDFW is a Lead Agency, including participation with other agencies and private parties in the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife. Review No-Effect Determination requests and prepare determinations.</p>
15%	<p>Perform watershed assessments that may include identification of high priority sites/locations for investigations targeting illegal cannabis cultivation sites and collecting information to support clean up, remediation, restoration, and enforcement of Fish and Game Code violations. -Conduct inspections of cannabis cultivation sites, collecting evidence such as photo documentation, surface and groundwater samples, water diversion impacts and rates, wildlife and habitat damage assessment and grading impacts. Prepare EIAs and notice of violation letters (NOV). Prepare supporting evidence for Administrative Civil and Criminal Penalty cases. -Develop and conduct research related to cannabis cultivation impacts on natural resources.</p>
15%	<p>Prepare LSA Agreements for cannabis cultivation and remediation projects.— Review LSA notifications for cannabis cultivation and remediation projects received by the regional office for completeness and General Agreement notifications for eligibility. Perform desk reviews and site visits to evaluate project impacts to lakes and streams. Identify measures necessary to protect existing fish and wildlife resources. Draft LSA Agreements and negotiate terms with applicants as necessary. Ensure processing and issuance of LSA Agreements within regulatory timelines. Enter and maintain LSA notification and agreement data in CDFW Environmental Permitting Information System (EPIMS). -Conduct compliance and effectiveness monitoring including site visits and desk reviews.</p>
10%	<p>Respond to inquiries related to LSA Agreements from landowners, project proponents, interested parties, stakeholders and the general public</p>

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10%	<p>Coordinate with Cannabis Program staff in other programs, regions, and branches statewide, including those in Fisheries, Water, Wildlife and Lands, and Habitat Conservation programs to effectively assess the impacts of cannabis cultivation. -Coordinate with other State and local agencies dealing with cannabis related enforcement efforts relative to the Watershed Enforcement Program as provided for in Fish and Game Code section 12029, including the Regional Water Quality Control Boards, State Water Board, and Department of Pesticide Regulation.</p>
5%	<p>Prepare CESA permits for cannabis cultivation. -Review CESA permit applications, conduct site visits, and prepare CESA Incidental Take Permits (ITPs) and Consistency Determinations (CDs) as they relate to cannabis cultivation and remediation projects. Coordinate CDFW's CESA permitting process with federal, State, and local agencies. Work with Regional staff and Habitat Conservation Planning Branch to ensure consistent implementation of mitigation and monitoring requirements. Coordinate with the US Fish and Wildlife Service and other federal, State, and local agencies in the development and implementation of Safe Harbor Agreements.</p>
5%	<p>Conduct outreach and education to affected public and stakeholders. -Meet with interested parties in coordination with regional staff. -Assist in development of and/or provide testimony, at Administrative Civil and Criminal Penalty proceedings, and for public constituency groups, individual public members, and State/Federal legislators or their staff.</p>
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. Arrange for equipment maintenance and purchases; attends in service training. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements.</p> <p><u>KNOWLEDGE AND ABILITIES:</u></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>

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	<p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Demonstrated ability to act independently with guidance from senior staff, 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 successfully engage in teamwork, and a desire to coordinate with other staff with their technical and professional development. A sound degree of personal initiative, environmental and work ethic, and team orientation.</p> <p>WORKING CONDITIONS: Must be able work unusual and/or long hours on short notice; 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 cultivation occurs; 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. Must also have the ability to use a computer keyboard and Microsoft office software up to eight hours a day.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</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>