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| **Classification Title**  **Environmental Scientist** | **RPA Number**  **2223 018 TAH** |
| **Working Title**  **Wildlife Biologist** | **Unit**  **Landscape Resilience** |
| **Position Number**  **357-001-0762-002** | **Effective Date** |
| **Name**  **Vacant** | Working Hours  **M-F 8:00-5:00** |

**California Tahoe Conservancy Mission Statement**

The Conservancy is a State agency, established in 1985, with a mission to lead California’s efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin. California’s ten State conservancies play an integral role in conserving, protecting, and restoring natural resources and providing public recreational opportunities. Together, the conservancies comprise a coordinated effort, bringing government resources to designated regions of State and national significance.

The mission of the California Tahoe Conservancy is to lead California’s efforts to restore and enhance the extraordinary natural and recreational resources of the Lake Tahoe Basin. At the Conservancy, we know the importance of building an organization that is as diverse as the communities we serve. We believe in maintaining a workplace where employees from a variety of backgrounds, cultures, and lived experiences can thrive. Working together, our team is positioned to better improve the lives of all Californians.

**General Statement**

The Wildlife Biologist works under the direction of the Landscape Resilience Supervisor to perform tasks related to monitoring, project development, and implementation to preserve, protect, and enhance wildlife and other native biological populations and habitats in the Lake Tahoe Basin. The incumbent:

* Reviews watershed, forestry, land management, recreation, and acquisition projects for impacts to biological resources;
* Prepares and reviews environmental documents;
* Plans and conducts surveys for biological resources
* Assists with project and program monitoring, management, and implementation
* Collaborates with partner agencies to advance regional conservation efforts.

**Job Functions**

[Essential (E) / Marginal (M) Functions]:

**35% Biological Analysis (E)**

* Perform records review for all land management, forestry, watershed, recreation, and acquisition projects including review of California Natural Diversity Database and other GIS layers for special status species occurrences and habitat;
* Perform reconnaissance surveys of project parcels to determine likelihood of species occurrences and impacts to species from project implementation;
* Analyze data for landscape scale or distribution assessments;
* Help design projects to optimize wildlife benefits;
* Make recommendations to staff on likelihood of special status species occurrences and how project can reach implementation goals while avoiding impacts to species;
* Write and/or review biological sections of CEQA documents including Tahoe Program Timberland Environmental Impact Report checklist;
* Identify critical ecological corridors within neighborhoods and work with the Forester to design unique prescriptions to maintain corridor functions;
* Manage and keep up to date all biological GIS files and folders.

**35%Biological Surveys (E)**

* Conduct surveys with project managers prior to implementation to identify and retain key habitat features and train staff to identify and protect habitat features;
* Review findings from pre-implementation surveys and work with implementation staff to reach project goals while avoiding impacts to biological resources;
* Conduct Biological Resource Training for Conservancy and partner crews on how to avoid impacts to resources;
* Train seasonal wildlife crew on how to conduct pre-implementation surveys;
* Conduct special status species protocol surveys (e.g. peregrine falcon, northern goshawk, passive spotted owl acoustic surveys, willow flycatcher, passive acoustic bat monitoring, mesocarnivore camera stations, and others as needed);
* Work with field staff in emergency situations where wildlife may be impacted;
* Monitor species status and trends on Conservancy lands;
* Respond to citizen calls regarding wildlife.

**15% Agency Coordination and Cross Program Collaboration(E)**

* Participate in cross program project planning as a biological expert on a multidisciplinary project team and develop biological goals and objectives for projects;
* Develop and manage project and interagency landscape/watershed scale monitoring and surveys including corridor and connectivity research;
* Develop project level monitoring documents, prepare plans, and implement monitoring;
* Track future grant opportunities tied to wildlife habitat or biodiversity and write/review relevant sections of grant applications;
* Ensure biological goals or priorities mentioned in regional and state conservation plans and initiatives, including the Lake Tahoe West Landscape Restoration Strategy and Monitoring Plan, are incorporated into work on Conservancy lands;
* Participate as Conservancy representative in regional meetings on biological resource management, including Tahoe yellow cress, Lahontan cutthroat trout, aquatic invasive species, and biodiversity.

**10% Environmental Project Management (E)**

* Develop and administer individual or multiple grants and contracts for biological resource work in support of program goals;
* Review and approve invoices;
* Track project timelines and progress.

**5% Other Duties as Assigned (M)**

* Attend meetings and trainings, respond to correspondence, provide other technical services to support agency needs, assists with special projects as assigned.

**Supervision Received**

The Wildlife Biologist reports directly to the Landscape Resilience Supervisor.

**Supervision Exercised**

None

**Required Skills:**

* Background in biology, forestry, botany, soil science, resource management, environmental sciences, natural processes, watershed planning and management, or related fields;
* Experience implementing protocol level surveys for special status wildlife species, especially those found in the Tahoe Basin;
* Knowledge of general wildlife biology and ecology protocol and procedures;
* Knowledge of CEQA, the Permit Streamlining Act (PSA), and other State and Federal natural resource management laws, rules, and regulations, e.g., Federal and State Endangered Species Act, MBTA and NEPA;
* Ability to use Word, Excel, PowerPoint, and ArcGIS;
* Possession of excellent research, writing, communication, and analytical skills;
* Experience coordinating environmental planning, research, and analysis of proposed projects;
* Ability to direct the work of others engaged in planning studies and implementing protocols;
* Ability to develop and apply expertise in natural resource management issues and work effectively as part of a diverse, inter-disciplinary team.

**Desirable Qualifications:**

* Basic problem solving, analysis and decision-making techniques;
* Ability to act independently, be open minded and flexible to other ideas and solutions;
* Understanding of diverse technical fields, able to communicate effectively with specialists, and synthesize and interpret technical information;
* Ability to communicate effectively with coworkers, other agency staff and with the general public
* Ability to understand and empathize with the needs of others;
* Ability to organize, set priorities, and work independently with a minimum of supervision;
* Must be efficient and work well under pressure, meeting multiple and sometimes conflicting deadlines;
* Must create and succeed in a work environment that celebrates diverse backgrounds, cultures, and personal experiences;
* Ability to build relationships and trust to maintain internal and external trust in professional relationships, including listening and understanding to build rapport.

**Attendance**

Must maintain regular and acceptable attendance at such level as is determined at the Conservancy’s sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are necessary or desirable to meet its business needs.

**Other Information**

The duties of this position are performed inside. This position requires prolonged sitting, use of the telephone, personal computer, and copier. The Conservancy office is located at 1061 3rd Street building and is equipped with standard or ergonomic office equipment, as appropriate. Travel may be required to attend meetings, training, and project sites. This position iseligible for telework, subject to State and Conservancy law and guidelines governing telework.

This position requires field work. The conditions of the field may include inclement weather, which can mean rain, snow, flood events, extreme heat, fire; adverse conditions, such as working in active waterways, icy conditions; traversing steep and uneven terrain; use of specialized outdoor and technical equipment; visiting construction zones; accessing remote work sites.

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Duties of this position are subject to change and may be revised as needed or required.

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| **Employee Signature** | **Employee Printed Name** | **Date** |

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

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| **Supervisor Signature** | **Supervisor Printed Name** | **Date** |