

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**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.*

<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 Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-141-0765-011
UNIT NAME AND LOCATION Coastal Fisheries Program, Arcata	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 (Supervisory) for the Anadromous Fisheries Resource Assessment and Monitoring Program (AFRAMP), the incumbent will independently facilitate and coordinate the Department's monitoring, evaluation, and recovery efforts for anadromous fish species in coastal anadromous watersheds. Incumbent serves as AFRAMP technical science and salmonid ecology expert, advising on priorities and progress for research and monitoring, restoration and recovery, and species management plans. This position will require the design, evaluation and synthesis of complex biological and ecological studies and the ability to communicate effectively with scientists within the Department, partner agencies, Tribal entities, and the public. Other advanced duties include design, implementation and/or modernization of data management systems and analytical tools, including writing programs in relational database languages and other computing platforms for statistical and graphical synthesis of data. To be successful in independently performing the tasks identified, the incumbent should have advanced experience with salmonid ecology, recovery programs, fishery assessment and monitoring techniques, data management, statistical analyses, and contemporary software applications used in ecological modeling. The incumbent will independently perform and lead work as a member of several statewide, State/federal, and multi-agency teams collecting and analyzing environmental and fishery data used to protect the State's anadromous fish populations. Incumbent will represent the Department in dealings with local, State and federal governmental agencies, Tribal partners, conservation groups and private landowners. Area of geographic responsibility includes all nine Northern California counties that make up the Northern Region, however duties will be largely focused in Del Norte, Humboldt, and Mendocino counties. Contacts made in the course of this work are highly sensitive and involve a wide degree of interests. The level of consequence of error in applying the best available scientific knowledge, technical information, and policy may have highly significant and adverse consequences for private landowners, various governments, the public, the Department, Tribal partners, and trust resources, among others.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)
45%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>Technical Scientist Lead:</b> Perform as the technical lead for design and implementation of; landscape level monitoring programs of the California Monitoring Plan, studies to inform watershed specific restoration and species recovery, Fisheries Management and Evaluation Plans, and genetic and biologic monitoring for Hatchery and Genetic Management Plans. Evaluate the adequacy of existing projects for efficacy in reaching identified objectives, and/or informing State and federal status reviews for salmonid species listed under California Endangered Species Act (CESA) and federal Endangered Species Act (ESA). Consult with program staff, agencies and program partners on project study design, field methodology and aspects of field deployment of protocols. Assist in the implementation of projects by developing and participating in field staff trainings. Work with program staff and department data scientists to develop and manage enterprise level databases. Develop and distribute electronic field data collection tools. Develop and implement program wide data quality assurance procedures. Work with program staff to describe ecological data with approaches that</p>

**DUTY STATEMENT**

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.)
	<p>range from conceptual to complex hierarchical quantitative models. Provide tools and support for the synthesis of ecological and salmonid population data. Use best available scientific information, including ecosystem process models, species life history models, and peer reviewed scientific literature to make recommendations on objectives, conservation measures, and monitoring protocols for aquatic systems and fish species. Develop novel and standardized reporting procedures and, when appropriate, leverage literate programming tools for timely reporting of project findings. Coordinate on a programmatic level with scientists in the Coastal Fisheries functions to produce annual reports on the findings of monitoring projects, and the status of coastal fisheries stocks.</p>
20%	<p><b>Management and Decision Support:</b> When appropriate and/or required, provide support to regional fisheries management for the following needs: expert analysis of State and federal policies and legislation affecting fisheries, developing recommendations for new or revised policies, procedures, or management plans for native fish populations, analyzing complex data and preparing technical reports on fisheries management, including synthesis of existing fisheries data, providing technical review for research, incidental take, and listing regulations/permits under provisions of CESA and ESA; assisting with review and compliance with California Environmental Quality Act (CEQA) for native fish restoration projects.</p>
20%	<p><b>Technical Coordination and Research:</b> Participate as a CDFW senior advisor for technical workgroups composed of agency scientists, academia, consultants, tribal partners, the public, and Non-Governmental Organizations (NGO), including planning teams for the development of new science and monitoring. Act as coastal Northern Region lead to identify critical uncertainties limiting aquatic species management, coordinate with academia or other partners on writing research grant proposals, and participate in critical research that serves CDFW objectives. Publish results of novel research in peer reviewed literature and present findings at professional symposia. Participate in a senior technical advisor role, in leading and coordinating staff review of technical team documents. Report on progress to the Senior Environmental Scientist Supervisor regarding the adequacy of documents and planning efforts in meeting regulatory requirements and identify issues for consideration by policymakers.</p>
10%	<p><b>Maintain and Disseminate Scientific Expertise:</b> Maintain current scientific knowledge of State and federally listed species, fully protected species, species of special concern, ecological processes, ecosystem restoration, environmental stressors, and effects of climate change on aquatic resources. Identify and develop detailed understanding of emerging technologies and topics in fisheries science and management through ongoing professional training and self-directed learning. Develop internal and external trainings and materials to expand the scientific base of CDFW scientists. Develop and maintain current knowledge of CDFW policies and applicable State and federal laws and regulations and participate in field activities and site visits for the purpose of project specific permitting and implementation.</p>
5%	<p><b>NON-ESSENTIAL FUNCTIONS:</b></p> <p>Maintain professional knowledge through literature review, trainings, seminars, workshops and/or professional societies. Submit monthly time sheets and expense claims. Schedule and attend weekly check-ins with the Senior Environmental Scientist Supervisor and participate in annual discussions about performance appraisals and individual development plans.</p> <p><b>Skills and Abilities:</b> Understanding of techniques and methodologies related to; collecting, organizing, compiling, reporting, disseminating biological and environmental data using relational data bases and Structured Query Language (SQL) scripting, Geographic Information Systems, and program R. To fulfill the duties of this position, the incumbent is required to have strong written and oral communication skills.</p> <p><b>Special Personal Characteristics:</b> Ability to work cooperatively with and communicate well others. Consistently apply the best available scientific information and accurate analysis. This includes innovative solutions for difficult fisheries management issues and new methodologies and scientific</p>

**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>application to aid management in policy formation and implementation. Maintains productivity for completed staff work that is commensurate with that of peers for similar work products (e.g., field collection of data, report, memo, and letter preparation; project and document reviews; administrative duties; attending meetings; and briefing management). Conducts business in a professional manner, is effective in achieving desired results especially for the most sensitive fisheries related issues. Effectively manages time through goal setting, prioritizations, and work planning. Manages overtime in accordance with labor agreements and direction of management.</p> <p><b>Interpersonal Skills:</b> Lead by example, be professional, build trust through honest communication and actions, strive to listen to others and understand their interests. Maintain effective working relationships with other staff, managers, members of the public, key agency personnel, interested parties, members of the media, and elected officials. Exercise a high degree of initiative and independent judgment in working on the most difficult and sensitive salmonid issues. Desire to work in a team.</p> <p><b>WORKING CONDITIONS:</b> Use of a computer several hours a day involves sitting most of the time but will involve walking or standing for brief periods. Attend off-site meetings, hearings, and field visits which requires travel and occasional overnight stays. Possession of a valid Driver's License is required to operate a State vehicle. Work with varied staff statewide to complete work assignments. Participation in field work can involve long days working in inclement weather, ability to work in remote locations to conduct biological surveys in habitat that supports wildlife, poison oak, and biting insects, hiking long distances, or lifting and carrying heavy objects. Ability to elevate and carry 40 pounds. Ability to swim, wade, kayak, and snorkel in rivers and streams 5-8 hours a day.</p>

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

<p><b>PRINT SUPERVISOR'S NAME</b></p> <p>Seth Ricker</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>
-------------------------------------	------------------------------------	--------------------