

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.

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 WFD- Wildlife Branch- Sacramento	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-050
UNIT NAME AND LOCATION Game Conservation Program – West Sacramento	CLASS TITLE Senior Environmental Scientist (Spec)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the general direction of the Game Conservation Environmental Program Manager, and in close coordination with the Wildlife Branch (WLB) Chief, the Regulations Specialist is a liaison between the Regulations Unit (RU), WLB (Program), Regional staff and other pertinent functions of the Department of Fish and Wildlife (Department) and Fish and Game Commission (Commission) to coordinate regulation development and ensure adherence to process guidelines and supporting documentation. This position is responsible for coordinating the development and review of priority regulations to manage and conserve wildlife populations, including for harvest and resource protection. The incumbent works in close coordination with Department and Commission staff on complex and controversial biological and regulatory 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.)
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35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Regulation Development and Coordination: Coordinate among Department and Commission staff to identify the need for new or updated regulations based on Department priorities, legislative changes, and in response to public petitions referred to the Department by the Commission. Convey Branch and Regional priority regulation changes to management for consideration. Assist Regional staff in formulation of ideas on development of clear, concise, effective, and enforceable regulations. Work closely with Program staff to fully evaluate scope and feasibility of internal and external regulation concepts. Identify appropriate governing or authoritative statutes and existing regulations to ensure consistency. Identify desired Title 14, California Code of Regulations (T14) sections to add or amend. Participate in interdisciplinary core teams for wildlife-related regulation proposals; Work closely with Program staff to define the needs and objectives of potential regulatory concept and define alternatives; Work iteratively with RU, program staff, and other affected regions or branches on regulatory text to ensure clarity, consistency, and enforceability of rules that will appear in T14. Ensure all necessary steps are calendared and deadlines adhered to for each regulatory proposal.</p>
25%	<p>Regulation Process Guidance: Pursuant to the Administrative Procedures Act, coordinate with program staff to prepare and review documents to implement highly complex regulations, policies, and management strategies under Commission authority. Develop and maintain an annual Branch-focused calendar which contains annual packages and</p>

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	<p>deadlines from both T14, statutes, and Fish and Game Code. Assist Branch Managers and Chief with prioritization of regulations calendar planning and prioritizing; Respond to emerging needs for new regulations and advise programs on related timelines. Coordinate with RU and Commission staff on regulatory calendar. Provide regional staff with training, timelines, and processes to assist them with responding to regulation petitions and proposing regulation amendments. Work with RU and program staff on development and review of regulatory documents including but not limited to: Initial Statement of Reasons (ISOR), Pre-adoption Statement of Reasons (PSOR), Response to Comments, Final Statement of Reasons (FSOR), Tribal Notifications letters, California Environmental Quality Act documents, transmittal memos, and electronic Director’s Actions Requests. Prepare public presentations, and present proposed regulations, including at Commission meetings if needed.</p>
25%	<p>Tribal and Public Engagement: Collaborate and foster relationships with the Department’s and Branch’s tribal liaisons and tribal partners in accordance with the Department’s Tribal Communication and Consultation Policy. Assist in conducting outreach, including meetings and listening sessions, with Tribes. Provide information on the Department’s policies to internal staff requesting guidance and information on tribal engagement. Work with Programs and Regions to conduct stakeholder outreach to interested parties, including governmental and non-governmental organizations. Coordinate with program and regional staff to plan and execute scoping process and sessions to ensure vetting with interested parties; Advise program staff on communications planning and timelines from concept through adoption (internal and external). Oversee development of regulations booklets and information on web page in coordination with RU and Office of Communications and Outreach (OCEO).</p>
10%	<p>CEQA Compliance: Work with Department and Commission staff to evaluate and determine appropriate documentation to disclose potential impacts of proposed regulations on environmental resources in compliance with the California Environmental Quality Act and assist staff as needed in preparing environmental documents.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks; attend career development and training/programs to contribute to the achievement of Fisheries Branch’s goals and objectives; respond to public and/or technical staff questions; and assist with regional and headquarters program priorities.</p>
	<p><u>DESIRABLE QUALIFICATIONS</u></p> <p>Special Personal Characteristics: Ability to effectively manage large, lengthy, complex projects. A high degree of personal initiative, dependability, professionalism, and integrity is expected. Experience working in or leading multi-disciplinary teams to achieve a common goal. Experience with facilitating and leading meetings, project management and timeline tracking. Strong analytical, interpersonal, public presentation, communication, and technical writing skills; adept use of interest-based negotiation. Ability to use creative thinking to develop solutions to problems of varying complexity.</p> <p>Interpersonal Skills: Ability to work independently and in a team setting. Ability to get along with diverse personalities while maintaining a high level of professionalism. Provides leadership in accomplishing the functions and objectives of the Inland Fisheries Program, and ability to collaborate with staff throughout the state. Communicates politely, tactfully,</p>

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	<p>and firmly as necessary with members of the public, and demonstrates excellent listening skills and effective negotiation skills. Strong ability to work with people, identify, and assist in the development of partnerships.</p> <p>WORKING CONDITIONS: Performs duties in office environment and at various meetings and venues, and through web-based meeting platforms. Ability to use a personal computer and keyboard at least several hours a day, which may involve moving around for brief periods to access files, references, and other program materials. In addition to working with West Sacramento based staff, interact with regional staff and members of the public via e-mail, internet conferencing, telephone and onsite to complete work assignments. The position may require travel throughout the State including overnight travel, early mornings, late nights, weekend work. A valid California driver's license is required to drive to meetings and field sites. The position may require the incumbent to wear a uniform identifying the employee as Department staff. This position is eligible for telework consistent with Department telework policy.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
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