

**DUTY STATEMENT**

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

☒ **PROPOSED**☐ **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.

<b>INSTRUCTIONS:</b> 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 <b>ECOSYSTEM CONSERVATION DIVISION/BAY DELTA REGION (Region 3)</b>	POSITION NUMBER (Agency-Unit-Class-Serial) <b>565-331-0762-055</b>
UNIT NAME AND LOCATION <b>HABITAT CONSERVATION PROGRAM – Fairfield, CA</b>	CLASS TITLE <b>Environmental Scientist</b>
INCUMBENT TBD	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) N/A

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of a Senior Environmental Scientist (Supervisory), and within the Bay Delta Region's Habitat Conservation Program, the incumbent will assist in preparing, permitting, tracking, reviewing, editing, and commenting on conservation and mitigation banks, Lake and Streambed Alteration (LSA) Agreements, reviewing land acquisition and real estate documents for bank properties and other mitigation lands, and conducting due diligence reviews of entities holding or managing bank properties or other mitigation lands. Duties also include providing technical support to regional Habitat Conservation Program staff on LSA mitigation, developing procedures, guidelines, and standards to mitigate for impacts to fish and wildlife resources, and developing regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies. The incumbent will independently identify problems, develop courses of action, and conduct extremely complex and difficult scientific investigations and studies on issues of major importance to the California Department of Fish and Wildlife (CDFW). A high degree of personal initiative is expected, including applying the best available technical information in writing and presentations to provide significant positive consequences for the public, CDFW, and trust resources. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups. Specific duties and responsibilities are as follows:	
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Commented [LB1]: I had to change this from Under the direction to close supervision due to there being 3 ranges of eligibility. The supervision has to be commensurate to the lowest level. Thanks!

<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.)
40%	<b>ESSENTIAL FUNCTIONS:</b> <b>Mitigation and Conservation Banking:</b> In coordination with the Senior Environmental Scientist (Specialist) conduct biological and administrative review and processing of banking documents, site assessment, tracking of mitigation and conservation banks, credit evaluation including but not limited to, wildlife connectivity mitigation credits, correspondence, and current associated fees consistent with the Fish and Game Code. Provide input and implement updates to policies, procedures, and regulations consistent with the Fish and Game Code. Coordinate with bank sponsors, landowners, land managers, conservation easement holders, and endowment holders, regarding bank proposals,

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21) Page 2

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	amendments, and compliance issues. Represent the Banking Program during inter-agency and intra-agency working groups and/or teams, workshops, seminars, and trainings to facilitate Banking Program goals and requirements.
20%	<b>Lake and Streambed Alteration Agreements:</b> Review San Mateo, San Francisco, and Santa Cruz LSA notifications for technical completeness, conduct site visits, assess on-site impacts, develop mitigation measures, and prepare draft and final documents. Screen notifications for likelihood and severity of potential environmental impacts. Provide independent guidance regarding the need for LSA Agreements for projects and advise on process, including California Environmental Quality Act (CEQA) requirements used for LSA Agreement issuance. Based on field and/or desk review, prepare draft agreements which avoid, minimize and/or mitigate the impacts of proposed activities. Monitor compliance and effectiveness of final LSA Agreements. Respond to inquiries related to LSA Agreements from landowners, project proponents, interested parties, stakeholders, and the general public. Activities may require consultation and coordination with other public agencies.
15%	<b>Technical Support:</b> Provide technical support to Habitat Conservation staff on LSA mitigation, conduct mitigation negotiations, develop procedures and standards to mitigate for impacts to threatened and endangered species, and develop local and regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies.
10%	<b>Advance mitigation processing:</b> Process, review and provide guidance for projects that require advance mitigation including Mitigation Credit Agreements (MCA) and CDFW permits associated with advance mitigation, including (LSA) Agreements, and associated CEQA documents. Coordinate with local, state, and federal agencies and project proponents in environmental review and appropriate permitting for MCA, LSA, and CEQA development, implementation, and compliance.
5%	<b>Conservation Easement or Deed Review:</b> Review title reports for real property proposed for acquisition through conservation easement or fee title for conservation or mitigation banks or mitigation lands resulting from LSA permits. Review of title includes evaluating the title encumbrances and their effect on the conservation values, endangerment to the validity of the conservation easement, and questionable vesting. Review of deeds and conservation easements, agreements, and other documents involved in acquiring real property in easement or deed. Coordinate with Senior Right of Way agent to verify legal descriptions and accuracy of exhibits.
5%	<b>Entity Due Diligence:</b> Conduct Due Diligence review for entities that are proposed to hold and/or manage interest in conservation lands.

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21) Page 3

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5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Administration:</b> Perform administrative tasks, including tracking time worked, development of work plans, and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; attend career development and training programs, seminars, and maintain professional qualifications as appropriate to contribute to the achievement of regional goals and objectives. Other pertinent duties to the classification as assigned.</p> <p><b>Special Personal Characteristics:</b> Conscientious, positive, reliable, responsible, organized, and enthusiastic; strong initiative and adaptable; strategic thinker; ability to multi-task. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult environmental management problems and new methodologies and scientific application to aid management in policy formation and implementation. Conducts business in a professional manner, is effective in achieving desired results especially for the most sensitive environmental review or planning. Effectively manages time through goal setting, prioritization, and work planning. Manages overtime in accordance with labor agreements and direction of management.</p> <p><b>Interpersonal Skills:</b> Effective written and verbal communication skills; persuasive communication abilities; ability to build and maintain positive relationships; builds trust through honest communication and actions; strives to listen to others and understand their interests, concerns, and ideas; works independently and as part of a team; interacts effectively with others to achieve goals. Demonstrated ability to make independent judgements, be open-minded, flexible, and tactful.</p> <p><b>WORKING CONDITIONS:</b> Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking; attend meetings and conference calls. The position may require fieldwork. A valid California's Driver's license is required to drive on official state business. Driving may require travel of up to three or more hours each way including overnight travel. Work schedules may include early mornings and late nights; hiking over uneven and possibly steep or wet terrain and use of an All-Terrain Vehicle; and work in inclement weather. The position may require the incumbent to wear an official uniform for identification purposes.</p>				
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>					
<b>PRINT SUPERVISOR'S NAME</b> Wesley Stokes, Senior Environmental Scientist (Supervisory)	<table border="1"> <tr> <th data-bbox="654 1528 997 1554">SUPERVISOR'S SIGNATURE</th><th data-bbox="1005 1528 1101 1554">DATE</th></tr> <tr> <td data-bbox="654 1564 997 1591"></td><td data-bbox="1005 1564 1101 1591"></td></tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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<b>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.</b>					
<b>PRINT EMPLOYEE'S NAME</b>	<table border="1"> <tr> <th data-bbox="654 1696 997 1717">EMPLOYEE'S SIGNATURE</th><th data-bbox="1005 1696 1101 1717">DATE</th></tr> <tr> <td data-bbox="654 1728 997 1736"></td><td data-bbox="1005 1728 1101 1736"></td></tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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VACANT, Environmental Scientist		