**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

<table>
<thead>
<tr>
<th>DFW DIVISION/BRANCH/REGION/OFFICE</th>
<th>POSITION NUMBER (Agency-Unit-Class-Serial)</th>
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</thead>
<tbody>
<tr>
<td>North Central Region - HQ</td>
<td>565-241-0762-905</td>
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<table>
<thead>
<tr>
<th>UNIT NAME AND LOCATION</th>
<th>CLASS TITLE</th>
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<tbody>
<tr>
<td>Sierra Fisheries, Rancho Cordova</td>
<td>Environmental Scientist- Limited term</td>
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**BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS**
Under the close supervision of a Senior Environmental Scientist Supervisor, the Environmental Scientist serves as the North Central Region’s lead terrestrial wildlife species scientist responsible for coordinating and implementing population and habitat monitoring in response to wildfire and drought focusing on long-term species monitoring, wildfire response, and species response and resiliency planning for drought and climate change. This position conducts biological assessments, collects, and organizes data, and prepares reports. The incumbent coordinates with other regions and Department branches, other agencies, and stakeholders on wildfire and drought-related actions to improve species resiliency. The primary geographical focus of this position will be in the North Central Region, but work may be assigned occasionally in multiple regions or statewide.

Duties include the following essential functions:

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<thead>
<tr>
<th>PERCENTAGE OF TIME PERFORMING DUTIES</th>
<th>ESSENTIAL FUNCTIONS:</th>
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<tbody>
<tr>
<td>40%</td>
<td><strong>Monitoring and Resiliency Actions:</strong> Coordinate and implement population and habitat surveys for native amphibians, reptiles, birds, and/or mammals focusing on long-term species monitoring, wildfire response, and species response and resiliency planning for drought and climate change. Collect, process, and summarize data on native species populations and their habitat in response to wildfire and drought. Identify changes in water quality and quantity, sedimentation, and woody debris inputs and their effect on native species occupancy, distribution, and relative abundance. Coordinate with private landowners, State and local agencies, and public land managers on wildfire and drought-related response actions for land access permissions. Assist other Department personnel and partners with other wildfire and drought related species and habitat monitoring projects.</td>
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<tr>
<td>25%</td>
<td><strong>Project Coordination and Reporting:</strong> Work with other Department Staff and partners to coordinate survey efforts for wildlife species affected by wildfire and drought conditions. Regularly compile and report information to Department leadership staff. Participate in working groups related to wildfire and drought resiliency. Prepare written reports and summaries on wildfire and drought related actions and recommendations to inform management actions. Ensure all grant deliverables are submitted. Assist with developing presentations, attend relevant meetings, conferences, and workshops.</td>
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<tr>
<td>20%</td>
<td><strong>Data Management and Analysis:</strong> Compile and organize field data. Maintain and query relational databases, spreadsheets, and other data platforms. Participate in quality assurance/quality control procedures to ensure the accuracy of data. Conduct scientific analysis of population, habitat, and watershed data for native wildlife species relative to environmental stressors (e.g., drought, fire), post stressor conditions, and environmental resiliency. Review current literature on relevant fields. Statistically analyze project-generated data as well as data acquired from research partners. Interpret quantitative or statistical data to extract key information and make valid inferences.</td>
</tr>
<tr>
<td>PERCENTAGE OF TIME PERFORMING DUTIES</td>
<td>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.)</td>
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<tr>
<td>10%</td>
<td><strong>Equipment</strong>: Purchase, maintain, and track project equipment and vehicles used within the region and loaned to other Region Offices. Arrange for and coordinate loans of necessary equipment and staff.</td>
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<tr>
<td>5%</td>
<td><strong>NON-ESSENTIAL FUNCTIONS:</strong></td>
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<td><strong>OTHER DUTIES</strong>: Perform other administrative duties as required including completing time sheets, monthly preparation, and discussion of significant activities with supervisor, time expenditures reports, and expense claims. Complete all Department required paperwork; maintain Department policy requirements and Department/State certified training requirements. Attend job-required training including fish population estimation and survey protocols, watershed assessment techniques and software applications. Assist in training for regional staff and field crews as needed. Assist on other NCR fisheries work as needed. This position may require you to wear a uniform.</td>
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</tbody>
</table>

**DESIRABLE QUALIFICATIONS:**
Willingness to work irregular hours including weekends and holidays; willingness to travel in performing field work throughout the State; willingness to do routine work in order to learn; interest in and aptitude in the work; willingness to wear a uniform.

**Skill to**: Must possess strong written and verbal communication skills and be able to assess situations concerning resource issues and make independent decisions; direct the work of others. It is essential that the incumbent have strong abilities to work with people and to identify and assist in the development of partnerships. Must possess strong organizational skills and the ability to track and meet multiple deadlines. Operate office equipment (computers, copies/scanners, telephones, etc.); operate vehicles (with and without 4-wheel drive); and plan and facilitate staff regional meetings. Experience with telemetry and geographical information systems (GIS). Ability to operate camera traps, global positioning systems (GPS), and conduct standardized wildlife and vegetation surveys.

**Special Personal Characteristics**: Ability to adapt to changes in priorities and work assignments. Ability to work as part of a team and independently.

**Interpersonal Skills**: Ability to work cooperatively and productively as a member of a team to achieve a common goal. Ability to communicate with constituents and coworkers with tact and diplomacy concerning difficult and sensitive issues. Strong verbal skills with emphasis on being positive and pro-active. Should possess strong listening skills; Incumbent must be able to use creative thinking to develop problem solving ideas. Able to make sound decisions.

**WORKING CONDITIONS**: Ability to lead and conduct biological resource work in the field; travel throughout the state; and work at odd or irregular hours. Ability to develop and make effective oral presentations before the public. Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. Attend meetings and internal and external training. In addition to working with regional staff, interact with headquarters staff and members of the public via e-mail, telephone and through virtual meetings. Possession of valid California driver’s license. Ability to drive for up to 8 hours. Ability to work outdoors for up to week-long trips in variable weather conditions, operate 4-wheel drive vehicles, wade in streams, and walk over uneven outdoor terrain carrying a 40 lb. backpack for up to 6 hours. Backpacking and remote camping may be required on occasion. Occasional overnight travel to reach some project locations may be required.

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

<table>
<thead>
<tr>
<th>PRINT SUPERVISOR’S NAME</th>
<th>SUPERVISOR’S SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leslie Alber</td>
<td></td>
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<tr>
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**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.

<table>
<thead>
<tr>
<th>PRINT EMPLOYEE’S NAME</th>
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