

**DUTY STATEMENT**

**E-R6 WR SB 23-007**

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

**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 Inland Deserts Region (6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0765-905
UNIT NAME AND LOCATION Habitat Conservation - Ontario	CLASS TITLE Limited Term-Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>	
<p>Under the general direction of a Senior Environmental Scientist (Supervisory), and as a member of the California Department of Fish and Wildlife's (CDFW), Inland Deserts Region Habitat Conservation Program the incumbent independently identifies problems, develops courses of action, and performs work including coordinating and communicating with CDFW management, technical staff, and California Department of Transportation (Caltrans) staff regarding compliance with the California Endangered Species Act (CESA) and Fish and Game Code section 1600 et seq. The incumbent's primary responsibility is to track and review Caltrans' mitigation compliance for California Endangered Species Act, Lake or Streambed Alteration (LSA) obligations. This includes completing reviews and facilitating CDFW approval of Habitat Mitigation Lands Acquisition (HMLA) packages and mitigation banking receipts. Specified activities require knowledge of California fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and CDFW administrative procedures and policies. Public contacts made in the course of this work are sensitive and involve a wide variety of stakeholders.</p> <p>Specific duties and responsibilities are as described below.</p>	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<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.)</b>
35%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Caltrans CESA Mitigation Implementation</b> Oversee CESA mitigation implementation and Incidental Take permit/Consistency Determination compliance as prioritized by Habitat Conservation Program Branch and Region. Review and assess Caltrans mitigation land proposals, management plans, funding proposals, and review reports and plans including quarterly and annual reports and mitigation monitoring and reporting programs. Review and approve of mitigation bank credit purchases. Review mitigation sites for biological values, conduct visual inspections of mitigation sites, complete due diligence process to approve entities to hold HMLA lands, ensure HMLA package completeness and facilitate review and approval with regional staff and Habitat Conservation Program Branch staff. Coordinate with Caltrans, Regional staff, Headquarters staff including Land Agents, Habitat Conservation Program Branch staff, Office of General Counsel and other state and federal agencies. Duties include conducting site visits, meeting attendance, providing detailed technical analysis of project documents and data, reporting, correspondence, presentation preparation, and administrative record preparation and maintenance.</p>
35%	<p><b>Caltrans LSA Mitigation Implementation:</b> Oversee LSA mitigation implementation and LSA compliance as prioritized by Habitat Conservation Program Branch and Region. Review and assess Caltrans mitigation land proposals, management plans, funding proposals, and review reports and plans including quarterly and annual reports and mitigation monitoring and reporting programs. Review and approve of mitigation bank credit purchases. Review mitigation sites for biological</p>

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	<p>values, conduct visual inspections of mitigation sites, complete due diligence process to approve entities to hold HMLA lands, ensure HMLA package completeness and facilitate review and approval with regional staff and Habitat Conservation Program Branch staff. Coordinate with Caltrans, Regional staff, Headquarters staff including Land Agents, Habitat Conservation Program Branch staff, Office of General Counsel and other state and federal agencies. Duties include conducting site visits, meeting attendance, providing detailed technical analysis of project documents and data, reporting, correspondence, presentation preparation, and administrative record preparation and maintenance.</p>
15%	<p><b>Mitigation Compliance:</b> Track and monitor Caltrans mitigation compliance for CESA, LSA, CEQA, and other requirements. Enter status information into geographic information systems or other tracking systems regarding conservation easements, permits, management plans, funding, plans, reports, and species and habitat information. Review and verify mitigation land compliance for past and new authorizations. Prepare summary status reports and draft compliance correspondence.</p>
5%	<p><b>Lake and Streambed Alteration Program and Endangered Species Permitting and Consultation:</b> Provide guidance on the need for LSA notification for projects; evaluate LSA notifications and CESA permit applications for completeness; conduct site visits; assess project impacts; develop measures to protect fish and wildlife resources; prepare LSA agreements and amendments; process CESA Consistency Determinations and Incidental Take Permits/amendments ensure CEQA compliance for agreement issuance; and monitor compliance.</p>
5%	<p><b>General:</b> Provide general guidance and direction to Caltrans, regarding compliance with State and federal laws, regulations, and policy. May participate in work groups and scientific advisory groups. Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities by attending internal and external training and reviewing scientific publications, journals, and communicating with scientists. Present relevant information at professional meetings and conferences. Participate in public education opportunities as time permits.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Professional Development, Training, and Administrative Tasks: Obtain job-related training through CDFW or outside organizations. Attend training as needed to enhance performance in the position and program knowledge. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Prepare expense claims, time reports, weekly workload reports, progress reports, annual Individual Development Plan and annual work plan and other administrative duties as required and within the period and manner requested. Assist other program staff as required. Develop and maintain well-organized filing system for all items and areas of responsibility. Use Microsoft Office software to prepare clear, complete, and technically accurate reports; collect environmental data; review, check, and interpret scientific data and reports. Implement Individual Development Plan objectives.</p> <p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <p><b>Skill to:</b> Apply environmental and natural resource principles for the analysis of proposed projects; use sound judgement, effectively communicate to the scientific community and the public, effectively facilitate meetings and environmental negotiations.</p> <p><b>Special Personal Characteristics:</b> Strong communication skills, demonstrated ability to exercise sound judgement and work independently, high degree of initiative and flexibility, ability to develop and maintain productive relationships while working in contentious settings, and leadership.</p> <p><b>Interpersonal Skills:</b> Work independently and in a team setting, exercise leadership, tact, and prudence, demonstrated ability to enhance and maintain a positive working environment.</p>

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	<b>WORKING CONDITIONS:</b> Ability to use a computer keyboard and Microsoft office software up to eight hours a day. Travel and fieldwork are required. Field work may include driving a 4-wheel drive vehicle or hiking long distances in rugged terrain. Attendance at site visits, meetings, and internal/external trainings in all five counties in the Region, Sacramento or throughout the State may require occasional overnight travel to reach some meeting, project, or site locations. Willingness to work long hours, sometimes including early mornings, late nights and weekends. Operate 4WD vehicles, project equipment, machinery, digital equipment, computers, and lab equipment. Must be comfortable with carrying and moving with a 25–30-pound backpack over uneven terrain, operating equipment in uneven terrain and inclement weather; presentations and fieldwork require operating and maintaining equipment, machinery, digital and lab equipment. This position is required to be in office one day per week and two additional days per month with the option to telework the remainder of the time as duties allow and with supervisor approval.	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b> Brandy Wood	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<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>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>