

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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Regulations Unit, Sacramento, CA	CLASS TITLE Research Data Specialist I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Regulations Unit Program Manager (RU-EPM) I, this position participates in teams that develop and review high priority regulations to conserve and manage fish and wildlife resources, including for game harvest, aquaculture, and natural resource protection. The incumbent works in close coordination with CDFW and Fish and Game Commission (Commission) staff on complex and controversial biological and regulatory issues, including conducting studies and analyses of the economic and fiscal effects of proposed regulations to comply with the requirements of the Administrative Procedure Act. Performance of duties will require knowledge of the Administrative Procedure Act (APA), ability to perform economic analyses, and will benefit with knowledge of California natural resources, and Fish and Game Code, Title 14, California Code of Regulations, CDFW structure and policies, and Commission administrative procedures. The incumbent advises management, CDFW staff, and others on economic and fiscal research findings. A high degree of personal initiative, ability to perform independent research, and query team members for types of data is critical. Specific duties and responsibilities are as follows:	
--	--

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Research and analysis: In close coordination with program leads in programs and regions, the incumbent conducts analyses to estimate the potential economic and fiscal impacts of proposed CDFW and Commission regulations in compliance with the APA and Department of Finance (DOF) requirements. Works closely with CDFW Regulations Specialists, branch and region staff, Commission staff, and others to ascertain the types of analyses needed and sources of data, as well as defining baseline conditions (e.g., fiscal and economic environment before a proposed regulation). Applies accepted economic research methods and techniques as part of the plan formation process, which includes no-action and action alternative plans: regional economic impact analysis; cost-benefit analysis; fish and wildlife enhancement benefit analyses; estimation of program costs and/or savings; fee cost recovery assessment; utilization of survey data/trend analysis; and consideration of the disparate impacts/equity of proposed regulations. May develop models with applications (e.g. EXCEL) with sector specific (direct, indirect, induced, and employment) impact multipliers derived from current literature surveys to accomplish analyses.

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 2

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.)
40%	Writes economic impact assessments: Writes economic and fiscal impact assessment sections of rulemaking packages to be submitted to the Office of Administrative Law and DOF; prepares mandated STD 399 forms and supplemental addendum, Standardized Regulatory Impact Assessments (SRIA) for major regulations, and responds to technical questions on the projected economic and fiscal Impacts of regulatory actions. Prepares technical reports as needed for rulemaking packages.
10%	Maintains RU fiscal databases and program support: Tracks changes to data inputs for evaluating state fiscal impacts: such as CalHR salaries by classification, and CDFW benefit and overhead rates for assessing proposed regulation implementation costs and for setting fees for cost recovery. Tracks changes in the Implicit Price Deflator for state and local governments for CDFW fee adjustments for inflation. Provide expert advice and recommendations to CDFW and Commission management and staff. Presents results of analysis and research to CDFW and Commission and to other individuals and groups as appropriate. Participates in program planning and evaluation as a member of the Regulations Unit team. Contributes to and updates regulation tracking logs and written procedures outlining the preparation and review of economic and fiscal analyses. Desirable: familiarity with U.S. Bureau of the Census surveys, Bureau of Economic Analysis (BEA) data releases, NOAA Reports, and U.S. Fish and Wildlife surveys.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> The incumbent maintains professional qualifications and expertise through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature. Attends training and conferences as needed to enhance performance in the position and program knowledge. Performs administrative duties such as: prepare and submit monthly time expenditure reports, expense claims, and implement annual Individual Development Plan objectives. Special Personal Characteristics: The incumbent is experienced working on multiple concurrent projects. Ability to work independently and in multi-disciplinary teams to achieve a common goal. A high degree of personal initiative, dependability, professionalism, and integrity is expected. Other skills required include strong analytical, statistical, and technical writing skills. The incumbent is open to feedback on draft analyses, and able to adapt to novel challenges and shifting timelines. Interpersonal Skills: The incumbent works independently and in a team setting; under deadlines and time constraints. Possesses strong written and verbal communication skills; effective in a diverse work environment with all levels of staff and other agencies, maintaining positive working relationships. WORKING CONDITIONS: Incumbent uses a personal computer and keyboard at least several hours a day, sitting or standing most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. Occasional visits to receive or hand delivery of hard copy documents to other agencies may be required, and occasional overnight travel is possible. The incumbent leads and attends virtual and in-person meetings and conference calls, as well as internal and external trainings. There may be occasional work at odd or irregular hours to meet project deadlines.

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 3

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.)	
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

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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Regulations Unit, Sacramento, CA	CLASS TITLE Research Data Specialist II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Regulations Unit Program Manager (RU-EPM) I, this position participates in teams that develop and review high priority regulations to conserve and manage fish and wildlife resources, including for game harvest, aquaculture, and natural resource protection. The incumbent works in close coordination with CDFW and Fish and Game Commission (Commission) staff on complex and controversial biological and regulatory issues, including conducting studies and analyses of the economic and fiscal effects of proposed regulations to comply with the requirements of the Administrative Procedure Act. Performance of duties will require knowledge of the Administrative Procedure Act (APA), ability to perform economic analyses, and will benefit with knowledge of California natural resources, and Fish and Game Code, Title 14, California Code of Regulations, CDFW structure and policies, and Commission administrative procedures. The incumbent advises management, CDFW staff, and others on economic and fiscal research findings. A high degree of personal initiative, ability to perform independent research and query team members for types of data is critical. Specific duties and responsibilities are as follows:	
---	--

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Research and analysis: In close coordination with program leads in programs and regions, the incumbent conducts analyses to estimate the potential economic and fiscal impacts of proposed CDFW and Commission regulations in compliance with the APA and Department of Finance (DOF) requirements. Works closely with CDFW Regulations Specialists, branch and region staff, Commission staff, and others to ascertain the types of analyses needed and sources of data, as well as defining baseline conditions (e.g., fiscal and economic environment before a proposed regulation). Applies accepted economic research methods and techniques as part of the plan formation process, which includes no-action and action alternative plans: regional economic impact analysis; cost-benefit analysis; fish and wildlife enhancement benefit analyses; estimation of program costs and/or savings; fee cost recovery assessment; utilization of survey data/trend analysis; and consideration of the disparate impacts/equity of proposed regulations. May utilize specialized computer applications (e.g. IMPLAN, REMI, RIMS) to model regional economic impacts, and/or develops models with other applications (e.g. EXCEL) with sector specific (direct, indirect,

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 2

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.)
40%	induced, and employment) impact multipliers derived from current literature surveys to accomplish analyses. Writes economic impact assessments: Writes economic and fiscal impact assessment sections of rulemaking packages to be submitted to the Office of Administrative Law and DOF; prepares mandated STD 399 forms and supplemental addendum, Standardized Regulatory Impact Assessments (SRIA) for major regulations, and responds to technical questions on the projected economic and fiscal Impacts of regulatory actions. Prepares technical reports as needed for rulemaking packages; on more complex research projects or activities, works with CDFW programs to define and create new data models and visualizations to ensure information needs are met.
10%	Maintains RU fiscal databases and program support: Tracks changes to data inputs for evaluating state fiscal impacts: such as CalHR salaries by classification, and CDFW benefit and overhead rates for assessing proposed regulation implementation costs and for setting fees for cost recovery. Tracks changes in the Implicit Price Deflator for state and local governments for CDFW fee adjustments for inflation. Provide expert advice and recommendations to CDFW and Commission management and staff. Presents results of analysis and research to CDFW and Commission and to other individuals and groups as appropriate. Participates in program planning and evaluation as a member of the Regulations Unit team. Contributes to and updates regulation tracking logs and written procedures outlining the preparation and review of economic and fiscal analyses. Desirable: familiarity with U.S. Bureau of the Census surveys, Bureau of Economic Analysis (BEA) data releases, NOAA Reports, and U.S. Fish and Wildlife surveys.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> The incumbent maintains professional qualifications and expertise through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature. Attends training and conferences as needed to enhance performance in the position and program knowledge. Performs administrative duties such as: prepare and submit monthly time expenditure reports, expense claims, and implement annual Individual Development Plan objectives. Special Personal Characteristics: The incumbent is experienced working on multiple concurrent projects. Ability to work independently and in multi-disciplinary teams to achieve a common goal. A high degree of personal initiative, dependability, professionalism, and integrity is expected. Other skills required include strong analytical, statistical, and technical writing skills. The incumbent is open to feedback on draft analyses, and able to adapt to novel challenges and shifting timelines. Interpersonal Skills: The incumbent works independently and in a team setting; under deadlines and time constraints. Possesses strong written and verbal communication skills; effective in a diverse work environment with all levels of staff and other agencies, maintaining positive working relationships. WORKING CONDITIONS: Incumbent uses a personal computer and keyboard at least several hours a day, sitting or standing most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. Occasional visits to receive or hand delivery of hard copy documents to other agencies may be required, and occasional overnight travel

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 3

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.)	
	is possible. The incumbent leads and attends virtual and in-person meetings and conference calls, as well as internal and external trainings. There may be occasional work at odd or irregular hours to meet project deadlines.	
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