

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – Fairfield, CA	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-056

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:

Under the close supervision of a Senior Environment Scientist (Supervisory) within the Bay Delta Region's Habitat Conservation Program, the incumbent will be responsible for commenting on California Environmental Quality Act (CEQA) projects, implementing the Lake and Streambed Alteration (LSA) program and preparing, tracking, reviewing, editing California Endangered Species Act (CESA) authorizations and other environmental review documents for projects located throughout the Bay Area, but primarily in San Mateo and San Francisco counties. Duties may also include responding to public complaints and potential violations of Fish and Game Code. The incumbent represents California Department of Fish and Wildlife (CDFW), Region 3 and may act as the staff lead and provide consultative advice when working with applicants, local agencies, state and federal agencies, stakeholders, and the general public. A high degree of personal initiative is expected. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups.

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%	<u>ESSENTIAL FUNCTIONS:</u> Lake and Streambed Alteration Agreement (LSAA): Evaluate LSAA notifications primarily in San Mateo and San Francisco County for technical completeness, conduct in-person site visits, assess on-site impacts, develop mitigation measures, and prepare draft and final documents. In-person site visits may occur in remote, off-road locations requiring use of a four-wheel drive vehicle. Screen notifications for likelihood and severity of potential environmental impacts. Based on field and/or desk review, prepare draft agreements which minimize and/or mitigate the impacts of proposed activities. Monitoring compliance and effectiveness of final agreements. Respond to inquiries related to LSAAs from landowners, project proponents, interested parties, stakeholders, and the general public. Activities may require consultation and coordination with other public agencies.
20%	Environmental Review: Provide independent technical review and analysis of and provide comments primarily on San Mateo and San Francisco County environmental documents pertaining to CDFW trust responsibilities and issues where CDFW will be a responsible agency. Review, track, and prepare written comments on CEQA and related environmental documents. Prepare written comment letters for Regional Manager signature. Prepare CEQA documents when CDFW is a Responsible Agency (Notices of Exemption, Notices of Determination, etc.). Participate with other agencies and private parties in the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife issues. Review No-Effect Determination requests and recommend a determination.

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.)
10%	Endangered Species Consultation/ Coordination/ Permitting: Prepare, review, track and edit California Endangered Species Act (CESA) Incidental Take Permits, 2080.1 consistency determinations, and other complex endangered species related documents for projects primarily located in San Mateo and San Francisco counties. Conduct in-person site visits, assess on-site impacts, develop mitigation measures, and prepare CESA and CEQA documentation for final CESA permits. Develop take avoidance measures for fully protected species. In-person site visits may occur in remote, off-road locations requiring use of a four-wheel drive vehicle.
10%	Consultations: Consult with other agencies and CDFW staff to determine direct and indirect impacts to be addressed in LSAAs and CESA permits. Consult with CDFW Fisheries, Wildlife, and Conservation Engineering staff on fish passage and/or connectivity issues associated with various projects and attend interagency workgroups as needed.
10%	Compliance: Monitor and track compliance associated with CDFW issued permits. Ensure all CDFW policies and processes are implemented and provide guidance as necessary on these policies and processes. Assist in drafting correspondence documenting non-compliance with LSAAs, Incidental Take Permits (ITPs) and Consistency Determinations (CD). Assist in coordinating with Law Enforcement Division's Wildlife Officers, and other State and local agencies addressing non-compliance and enforcement efforts. Collect evidence such as photo documentation, water diversion impacts and rates, wildlife and habitat damage assessment, and grading impacts. Assist in coordinated cases with the district attorneys, attorney general, and circuit prosecutors by providing written Environmental Impact Assessments (EIA), enforcement memos, Notice of Violation (NOV) letters and providing court testimony when necessary.
5%	Maintain Communication: The incumbent is expected to maintain frequent and effective communication with the program supervisor, other team members, the public, and the regulated community. The incumbent represents the Region and may act as the staff lead and may provide consultative advice to applicants, state and Federal agencies, local governments, various stakeholders, and members of the general public to address issues, questions, or concerns regarding CDFW's role in LSAAs; CEQA review; rare, threatened and endangered species; and species of special concern.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Implement Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific participation, and keeping current on scientific literature. Attend career development and training programs, and otherwise contribute to the achievement of the Bay Delta Region's goals and objectives. Attend training courses to stay current on LSAA, CESA and CEQA issues, impacts to fish and wildlife and associated regulatory processes. Perform routine administrative functions associated with this position, including monthly reports of activities, progress, and time reporting.</p> <p>Special Personal Characteristics: Able to act independently and take direction; lead and work well in a team setting; apply open-mindedness, flexibility, and tact; maintain professional personal appearance; and remain organized and enthusiastic. Willing to travel and work outdoors. Able to maintain a positive attitude and provide consistent quality of work during times when workload is heavy and under pressure; demonstrate confidence in abilities and decisions; maintain professional demeanor at all times; working knowledge of various Federal and state permitting processes related to CEQA, CESA, and LSAA.</p> <p>Interpersonal Skills: Effective written and verbal communication skills. Able to work both independently and as part of a team; follow direction from superiors; work cooperatively with other Department program staff, and federal, state, and non-governmental organization partners.</p>

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.)	
	WORKING CONDITIONS: Utilize computer equipment to complete computer-based tasks for the majority of the work day in a stationary position (e.g., at a desk) with short periods of breaks in between. Office-based work occurs in an office setting and involves routine attendance at meetings away from the office. Must be able to operate a motor vehicle (i.e., with a valid driver's license), sometimes using a four-wheel drive (4WD) state vehicle, to perform in-person field work in remote, off-road locations. Travel for state business may involve travel of more than three hours each way including overnight travel. Traverse over uneven and possibly steep, wet, and muddy terrain, potentially in inclement weather. Work schedule may occasionally include early mornings and late nights. May occasionally be required to wear a CDFW uniform for identification purposes.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Wesley Stokes, Senior Environmental Scientist (Supervisor)		
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
VACANT, Environmental Scientist		