

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
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – Napa / Santa Rosa / Fairfield, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-042

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
<p>Under the close supervision of a Senior Environment Scientist (Supervisory) and within the Bay Delta Region's Habitat Conservation Program, the incumbent is responsible for preparing, tracking, reviewing, editing, and commenting on complex Lake and Streambed Alteration Agreements (LSAAs), California Environmental Quality Act (CEQA) documents, California Endangered Species Act (CESA) permits, and related documents in the Bay Area, primarily within Solano and Marin counties. The incumbent will independently identify problems, develop courses of action, implement and help develop emerging conservation strategies and mitigation programs, and have excellent communication and organizational skills. 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, the California Department of Fish and Wildlife (CDFW), and trust resources. The incumbent represents the region and may act as the staff lead and provide consultative advice when working with applicants, local, state, and federal agencies, stakeholders, and members of the general public. Specific duties and responsibilities are as follows:</p>	

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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Lake and Streambed Alteration Consultation/Coordination/Permitting: Prepare, review, and track complex LSAAs, primarily in Solano and Marin counties. Screen LSA Notifications for likelihood and severity of potential environmental impacts. Evaluate LSA Notifications for technical completeness; conduct site visits; assess on-site impacts to fish and wildlife resources; develop avoidance, minimization, and mitigation measures; and prepare draft and final documents. Based on field and/or desk review, prepare draft LSAAs which minimize and/or mitigate the impacts of proposed activities. Monitor compliance and effectiveness of LSAAs. Respond to inquiries related to LSAAs from landowners, project proponents, interested parties, stakeholders, and the general public. Prepare Notices of Violation and Natural Resource Injury Assessments.</p>
30%	<p>CEQA Review: Prepare comment letters for, review, track, and edit complex CEQA and related environmental documents, primarily in Solano and Marin counties. Act as lead person in the development of CEQA documents where CDFW is a CEQA lead agency. Participate with other agencies and private parties in the development and implementation of mitigation measures for fish and wildlife resource impacts. Review No-Effect Determination requests and recommend a determination. Participate and represent CDFW in meetings related to project development, General Plans, and other CEQA land use documents.</p>

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10%	<p>Endangered Species Consultation/Coordination/Permitting: Prepare, review, track, and edit complex CESA permits and Consistency Determinations (Fish and Game Code, §§ 2081, subdivision (b), 2080.1, 2089.2, et seq.), primarily in Solano and Marin counties. Monitor compliance and effectiveness of CESA permits.</p>
10%	<p>Communicate and coordinate: Maintain frequent and effective communication with the program supervisor, team members, other CDFW staff, other government agencies, cooperators, the public, and the regulated community. Address issues, questions, or concerns regarding CDFW's role in LSAAs, CEQA review, and rare, threatened, and endangered species, species of special concern, and other sensitive fish and wildlife resources.</p>
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.</p> <p>Special Personal Characteristics: Demonstrated ability to act independently, take direction, and work well in a team setting; apply open-mindedness, flexibility, and tact; maintain professional personal appearance; maintain professional and respectful demeanor at all times; maintain a positive attitude and consistent quality of work during times when workload is heavy and under pressure; demonstrate confidence in abilities and decisions; willingness to work through and effectively and reliably analyze complex issues both independently and collaboratively; working knowledge of various state and federal permitting processes related to LSAAs, CEQA, and CESA.</p> <p>Interpersonal Skills: Strong verbal skills with emphasis on being positive and pro-active. Work cooperatively with other CDFW staff, and state, federal, and non-governmental organization partners; communicate effectively, respectfully, and positively with superiors and all coworkers and external partners.</p> <p>WORKING CONDITIONS:</p> <p>Work on a computer for prolonged periods, complete office tasks that require sitting, standing, walking, and operating office equipment (computers, copies/scanners, fax machines, telephones, and related equipment), and attend meetings and conference calls. Attend frequent site visits and meetings away from office. Driving may require travel of up to three or more hours each way including overnight travel/stays. Field work is completed year-round and may be required in sometimes remote locations, rugged terrain, and/or adverse weather conditions. Work may be physically demanding for short periods of time. Must be able to operate a motor vehicle (with and without four-wheel drive) and be prepared to travel using a state vehicle. May occasionally be required to wear a CDFW uniform.</p>

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Melanie Day, Senior Environmental Scientist (Supervisory)		

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		