

**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.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
CDFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-531-0765-017
UNIT NAME AND LOCATION Habitat Conservation Planning, Caltrans Reimbursable Contract, Seal Beach	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-531-0765-017
<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the direction of the Senior Environmental Scientist (Supervisory), the incumbent has lead responsibility for the review of Caltrans operations throughout the California Department of Fish & Wildlife (CDFW) Region and independently identifies problems, develops courses of action, and performs work including acting as a consultant to CDFW management and technical staff, and other agency staffs. Responsible for complex and in-depth guidance, environmental reviews, analyses, and preparation of documents to comply with the California Environmental Quality Act (CEQA), California Endangered Species Act (CESA), Lake and Streambed Alteration (LSA), and other environmental documents, laws and regulations, as directed by the statewide Caltrans interagency agreement (contract). Specific work assignments will be prioritized by Caltrans Districts in coordination with the CDFW liaison supervisors. Duties include the following essential functions:	

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.)
30%	<b>ESSENTIAL FUNCTIONS:</b>  <b>Lake and Streambed Alteration Agreement.</b> Provide guidance on the need for LSA notification for projects; evaluate notifications for completeness; conduct site visits; assess project impacts; develop measures to protect fish and wildlife resources; prepare LSA agreements and amendments; and ensure CEQA compliance for agreement issuance. Review post-project mitigation and implementation to ensure they are compliant with original project documentation. Maintain project files, tracking systems, and correspondence.
20%	<b>Consultation, Guidance and Technical Assistance.</b> Pre-consultation for Caltrans projects; guidance to Caltrans at all stages of project planning and implementation; coordinate determinations regarding the need for fish passage; technical assistance on methods and standards; guidance in the preparation of monitoring reports; biological consultation for emergency repairs and other projects; review and analysis of Caltrans Advance Mitigation Program documents. Participate and collaborate with Caltrans and other state and federal agencies regarding regional planning efforts and coordination of Caltrans activities and permitting needs.
20%	<b>California Endangered Species Act.</b> Coordinate and prepare California Endangered Species Act (CESA) incidental take permits and consistency determinations (Fish and Game Code § 2050 et seq.). Review and ensure completeness of CESA applications, analyze documentation, and prepare permitting packages. Review post-project mitigation and implementation, including Management Plans, to ensure they are compliant with original project documentation. Maintain project files, tracking systems, and correspondence.
10%	<b>California Environmental Quality Act.</b> Consistent with priorities established by the Regional office and the local Caltrans Districts, the incumbent will screen project documents to determine which projects require informal or formal comments. Review, analyze, and prepare final or near final comments on projects pursuant to the Department's trustee responsibilities under the Fish and Game Code and California Environmental Quality Act (CEQA). Ensure

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	<p>that comments and mitigation are consistent with Department policy, regulations, and regional conservation plans. Coordinate with Department staff, other regulatory and local agencies as appropriate. Review post-project mitigation and implementation. Maintain project files, tracking systems, and correspondence.</p>
10%	<p><b>Mitigation Land Tasks.</b> Review, analyze, and draft documentation for the permanent conservation of mitigation lands related to LSA Agreements and CESA Incidental Take Permits (ITPs). Review draft conservation easements, title reports, long-term management plans, and Property Analysis Records or similar long-term funding calculations for Environmental Program Manager or other CDFW approval. Coordinate with regional mitigation coordinator and other state and federal agencies for the review or preparation of these documents.</p>
5%	<p><b>Meetings, Trainings, and Other Duties.</b> Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities by attending internal and external training and reading scientific journals. Present relevant information at professional meetings and conferences. Participate in public education opportunities as time permits. Assist or provide guidance or may act as lead to entry-level staff on CEQA, CESA, and LSA. Prepare correspondence as assigned for Director’s referrals, legislative requests, media and the general public.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Professional Development, Training, and Administrative Tasks.</b> Perform routine administrative functions associated with this position, including monthly reports of activities and progress and time reporting. Attends training courses and professional conferences to stay current on LSA and CEQA issues, impacts to fish and wildlife, and associated regulatory processes. Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities by attending internal and external training and reading scientific journals. 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. Implement Individual Development Plan objectives. Assist regional 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.</p> <p><b>Special Personal Characteristics:</b> Strong written and verbal communication skills; and demonstrated ability to work independently with open-mindedness, flexibility and tact. Maintain a positive attitude and consistent quality of work during times when workload is heavy and under pressure. Possess a high degree of initiative and leadership. Ability to develop and maintain productive relationships while working in contentious settings. Good organizational and time management skills. Ability to lead discussions with CDFW staff and other professionals. Ability to maintain a professional demeanor at all times.</p> <p><b>Interpersonal Skills:</b> Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; demonstrate excellent listening skills and effective negotiation skills; and maintain productive relationships while working in contentious settings. Ability to work positively and effectively with colleagues, including administrative and engineering classifications; and inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry. Facilitate and resolve conflicts. Ability to motivate staff and encourage teamwork, and a desire to help staff with their technical and professional development. High degree of environmental and work ethic. Excellent, professional writing skills for various documents (e.g., emails, letters, and reports, permits) following statewide templates and regional style conventions. Ability to collect, compile, and analyze complex biological and ecosystem-based data. Ability to pro-actively seek solutions and problem solve is a must.</p>

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	<p><b>WORKING CONDITIONS:</b>                  Office will be located in the Seal Beach office in Orange County. The position requires the use of a computer and Microsoft Office software up to eight hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference or video calls. The position may require travel throughout the State including overnight travel, early mornings, late nights, hiking long distances over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle (including all-terrain vehicle), may include operation or passenger on a boat and work in inclement weather. As a condition of employment, the incumbent may wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for the various work situations, such as field surveys and work with public interaction, within and outside the Region as required by the supervisor. Possession of CA driver's license is required to drive to meetings and field sites.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<p><b>PRINT SUPERVISOR'S NAME</b> Erika Cleugh</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><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></p>		
<p><b>PRINT EMPLOYEE'S NAME</b> Vacant</p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>