

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	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Wildlife Management - Lands – Napa-Sonoma Marshes Complex – Napa, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-381-0762-001
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist (Supervisory), the incumbent will prepare and obtain regulatory permits, conduct wildlife surveys and studies; design, implement and monitor habitat development projects; and monitor wildlife populations on Department owned lands related to the Federal Wildlife Habitat Development and Maintenance, Region 3 (PR) grants and restoration projects.	

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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Resource Assessment and Environmental Services: Develop and conduct surveys of wildlife species on CDFW lands for the purposes of species inventory, status, production, habitat use, population trends, presence/absence, and distribution. Monitor wildlife populations on CDFW owned lands related to the Federal Wildlife Habitat Development and Maintenance, Region 3 (PR) grant agreement, Napa-Sonoma Marshes Restoration project, and State and federally listed species. Coordinate with other agencies, sportsmen's/conservation groups, and private organizations for access and conducting resource assessment on CDFW lands. Provide written reports of surveys for management implications and improvements.</p> <p>Prepare and develop environmental documents and permits relating to habitat, development, restoration, and maintenance projects within the Napa-Sonoma and Petaluma Marshes Complex. Prepare California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) documents; and regulatory agency permit applications for US Army Corps of Engineers (ACOE), US Fish and Wildlife Service (USFWS), National Oceanic and Atmospheric Administration (NOAA), Bay Conservation Development Commission (BCDC), and Regional Water Quality Control Board (RWQCB). Participate with conservation groups, non-governmental organizations (NGOs) and other agencies and private parties in the development of projects. Provide technical expertise and work with staff on specific features of the Napa-Sonoma and Petaluma Marshes. Manages all biological aspects and needs on the wildlife area. Respond to water rights issues.</p> <p>Collect, analyze, and report salinity and other water quality data for the Napa-Sonoma Marshes Wildlife Area Complex (NSMWAC) restoration projects and regulatory permit requirements.</p>
30%	<p>Habitat and Wildlife Management: Assist, coordinate, and participate in habitat and wildlife management activities; manage water delivery systems, gates, pumps, and mixing chambers to apply water for flood and irrigation cycles to benefit wildlife and create habitat for target species.</p>

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	<p>Cooperatively manage and coordinate wetland restoration activities and project development efforts on CDFW North-bay lands including the NSMWAC, and San Pablo Bay Wildlife Area, ecological reserves, and future acquisitions within Napa, Sonoma, Solano, and Marin Counties.</p> <p>Develop maps using arc geographical information system (ArcGIS) for habitat projects, vegetation, invasive species, CDFW infrastructure, hunting, fishing, bird watching, dog training, and general public use. Maintain digital data of resources for the wildlife area.</p> <p>Provide Best Management Practices; monitor and assist in invasive species control efforts; and provide biological and wildlife management expertise and technical assistance for projects in the Napa-Sonoma and Petaluma Marshes which may have direct effects on wildlife, vegetation, water, and threatened and endangered species.</p> <p>Participate and represent CDFW in meetings related to project development, restoration efforts, regional plans, and other land use issues. Take lead on creating and/or updating Land Management Plans, Memorandum of Understandings (MOUs), and multi-agency agreements.</p>
10%	<p>Hunter Opportunity: Coordinate with CDFW staff to set regulations, guidelines, and procedures; provide tag/hunter quotas; and conduct drawings for hunting opportunities on the wildlife area. Coordinate and conduct hunter orientations and hunts. Participate in special hunts and collect biological samples from harvested game. Coordinate and assist the Game Bird Heritage and Waterfowl Programs for special hunt opportunities. Participate in, enhance existing, and develop new hunting and other wildlife dependent opportunities on CDFW lands.</p>
10%	<p>Interagency Coordination and Communications: Attends and presents information regarding wildlife and management on the Napa-Sonoma and Petaluma Marshes Wildlife Area Complex (NSMWAC). Participates and coordinates activities with CDFW staff, State and federal agencies, the Napa and Sonoma Resource Conservation Districts, and private landowners in the Marsh. Represents CDFW policies and positions in written and oral communications. Attends meetings for numerous agencies including: Bay Conservation and Development Commission, Department of Water Resources, Mosquito Abatement Districts, and USGS biological staff. Works with Napa-Sonoma Marsh Plan agencies including Sonoma Water Agency, USFWS, ACOE, NOAA Fisheries, BCDC, RWQCB, private landowners, and other DFW programs in the North Bay. Identifies and helps develop habitat projects for NGO's and unique funding opportunities.</p>
5%	<p>Administrative Tasks and Training: Assists with and prepares purchase documents, budget information, annual work and grant reports, Letters of Permission, Temporary Entry Permits, Special Use, Permits, hunt program press releases, routine paperwork, emails, letters, and other administrative tasks as needed. Maintains equipment and keeps in safe working condition. Acts as lead person for Scientific Aides and volunteers.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Perform administrative tasks, including tracking of time worked; attend career development, professional qualification and training programs; and keep current on scientific literature as appropriate to contribute to the achievement of the Napa-Sonoma Wildlife Area Complex and Bay-Delta Regions goals and objectives.</p> <p>Special Personal Characteristics: Demonstrated ability to act independently, working knowledge of various federal and State permitting processes related to the management/restoration/enhancement of wetland habitat and species; and plans relating to the Napa-Sonoma and Petaluma Marshes. Ability to collaborate with other state, federal, and county agencies in an effective manner to assure that actions of wetland restoration projects, monitoring agreements, biological permits, and other regulatory requirements are implemented. Working knowledge of CDFW wildlife area regulations,</p>

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	<p>hunting programs, plant and wildlife identification, habitat management techniques, and CEQA and Federal Endangered Species Act.</p> <p>Interpersonal Skills: Ability to communicate effectively with all levels of staff, work independently, complete environmental documents, monitoring, and reporting for wetland activities and permits, demonstrated flexibility, and able to work in a team setting. Good communication skills in both written and oral formats.</p> <p>WORKING CONDITIONS: Involves regularly working outside in inclement weather, harsh conditions and dealing with mosquitos and ticks. Areas include uneven terrain in uplands, open water, bay, flooded ponds, and tidal slough and marsh environments. Routinely conduct fieldwork from boats, kayaks, ATV's, and 4x4 vehicles. Use herbicides and application equipment. Use a computer keyboard several hours a day. Complete field work as needed to evaluate wetland habitat. Conduct field surveys as needed which regularly involve both early morning and late evening work activities. Lift up to 40 pounds and be comfortable in and around tidal waters, endure long and irregular work hours including weekends and holidays during survey and hunt periods. Work with staff to complete work assignments, attend meetings, and represent CDFW on wide variety of topics. Short-term travel may be required. Must possess and maintain a valid California driver's license, be able to operate a motor vehicle, and be prepared to travel using a state vehicle. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties.</p>

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Laureen Thompson, 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		