

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 Ecosystem Conservation Division/Habitat Conservation Planning Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-039-0765-905
UNIT NAME AND LOCATION Lake and Streambed Alteration/Cannabis/Caltrans Permitting Program, West Sacramento	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Senior Environmental Scientist (Supervisory) and in accordance with Interagency Agreement (IA) 22-14550 (exp: June 30, 2026) for services between CDFW, the California Department of Transportation (Caltrans), and the California Department of Technology (CDT), the Limited Term (LT) Senior Environmental Scientist (Specialist), will work independently in the Caltrans Program to lead statewide coordination between regions and Habitat Conservation Planning Branch (branch) programs for implementation of Senate Bill 156 Middle-Mile Broadband Initiative, supporting region and branch Caltrans and Middle-Mile Broadband Network (MMBN) liaisons and liaison supervisors and managers with guidance and technical assistance for California Environmental Quality Act (CEQA) review, California Endangered Species Act (CESA) and Fish and Game Code Lake and Streambed Alteration (LSA) permitting and other applicable laws, regulations, CDFW policy, and procedures pertaining to the permitting of Caltrans and MMBN projects and the protection of biological resources.	

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> Program Coordination: Facilitates recurring CDFW meetings and workgroups for processes required by (IA) 22-14550 and related to CEQA review, and LSA and CESA permitting for MMBN projects; serves as lead CDFW representative in meetings and teams with CDT, Caltrans, other state, local and federal agencies addressing CDFW permit processes and coordination, and related mitigation strategies, as applicable; coordinates internally within branch's Caltrans Program, regions and branch Caltrans and MMBN liaisons, liaison supervisors and managers, associated administrative staff and other branch programs and legal counsel for Caltrans and CDT statewide project requests and issues; facilitates intra-agency/interagency communication for guidance on MMBN permitting efficiencies, compliance with CESA and LSA mitigation and monitoring requirements, and other statewide consistency efforts; coordinates with Caltrans and CDT headquarters staff and managers to support CDFW, Caltrans, and CDT interagency relations and mutual statewide consistency efforts, as applicable; coordinates with Caltrans and CDT on training opportunities for MMBN liaisons; drafts responses to legislators and media persons on Caltrans Program issues; and responds to inquiries from other state agencies, and the public.
30%	Regional Coordination: Facilitate coordination between region staff environmental review and permitting of Caltrans MMBN project work and branch engineering staff as needed or upon request. Participate in meetings with Caltrans and CDT when requested by regions to support project review, permitting discussions, to ensure consistent application of CEQA, CESA, and LSA and coordination of standards amongst CDFW Regions Participate in branch-led Caltrans and MMBN liaison internal meetings for coordination on permitting issues/topics, as applicable, and

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	coordinate meetings with regions as needed or upon request to work through issues and facilitate statewide consistency as applicable.
15%	Other Activities Required by AI 22-14550: Participates in regional and statewide intra-agency and interagency working groups supporting SB 156 as it pertains to CDFW environmental review and permitting. Coordinates with Caltrans Program Statewide Coordinator and IA manager to facilitate escalation of unresolved district and region disputes as described in IA 22-14550, provide guidance to regions on the IA requirements, and assists the IA contract manager compile, review, and submit MMBN liaison quarterly workload reports to Caltrans and CDT.
5%	Legislative Analyses: Researches and prepares routine legislative bill analyses and tracks legislation related to transportation projects to determine the impact on CDFWs LSA, CESA, and CEQA programs.
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform Routine Administrative Functions: Prepares reports of activities and time reporting. Attends training courses and professional conferences to stay current on LSA, CESA, and CEQA issues, impacts to fish and wildlife, and associated regulatory processes. Perform other duties such as completing expense claims and annual Individual Development Plan and work plan.</p> <p>Special Personal Skills: Project management/coordination experience; strong interpersonal and written and verbal communication skills with an ability to communicate politely and tactfully using excellent listening skills and effective negotiation skills; a demonstrated ability to work independently in a team setting with a high degree of initiative and flexibility; experience in environmental policy interpretation, analysis, and compliance, or general knowledge of California's environmental regulatory processes and environmental laws; an educational foundation in fish and wildlife conservation and experience in CDFW environmental review and permitting programs.</p> <p><u>WORKING CONDITIONS:</u></p> <p>This position is in an office setting and involves the ability to use a computer keyboard several hours a day. Attendance at virtual and in-person meetings and working groups; conduct presentations and coordinate virtually, and occasionally in person if needed, to work with region staff, supervisors, and managers statewide to complete work assignments and provide regions with branch support. This position is eligible for telework consistent with CDFW's telework policy.</p> <p>This position is for a 12-months limited term (LT) and may be extended up to 24 months or become permanent. If you currently have permanent status in your position and have passed probation, you have mandatory reinstatement rights into your former position at the end of this LT appointment. If you have not had prior permanent or probationary civil service status, you will be separated from State service.</p>

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

PRINT SUPERVISOR'S NAME Harvest Vieira	SUPERVISOR'S SIGNATURE	DATE
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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
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