

DUTY STATEMENT

E-R6 ESNM 23-022

DFW 242A (REV. 07/18/22)

CURRENT

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 Inland Deserts Region 6	POSITION NUMBER (Agency-Unit-Class-Serial) 565-603-0762-014
UNIT NAME AND LOCATION Habitat Conservation - Bishop	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-603-0762-014

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the Close Supervision of the Senior Environmental Scientist (Supervisory), the incumbent independently performs assigned work including studies, reports, documents, and field work, and provides consultative advice to entities and agencies on issues related to Lake and Streambed Alteration, other water-related projects, and other environmental review and permitting as assigned. The incumbent will function as a member of a regional environmental review team focused on Inyo, Mono, and San Bernardino Counties. 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.)
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Lake and Streambed Alteration Program: Reviews notifications and prepares, issues, and monitors Lake and Streambed Alteration (LSA) Agreements in an assigned geographic area (Fish and Game Code § 1600 et seq.). Meets with project proponents in the office and in the field to determine project scope, impacts, and mitigation. Develops appropriate mitigation for project impacts. Develops conditions and content for LSA Agreements, addresses requested revisions, and maintains consistent requirements to avoid, minimize and mitigate project impacts to fish and wildlife resources. Responsibilities include private, public, and CDFW-initiated projects. Conducts site inspections and coordinates with biological consultants and engineers. Activities related to the issuance of LSA Agreements include project inspections and monitoring, general administrative and/or program operational planning and coordination, preparing, reviewing, and assisting in revising policies, regulations, legislation, and supporting documents pertaining to the LSA Agreement process. Assists CDFW staff with LSA enforcement actions. Maintains project files, tracking systems, and correspondence, and may lead scientific aides to assist in above duties.</p>
25%	<p>Environmental Review: Conducts or assists in the review and preparation of California Environmental Quality Act (CEQA) comment letters and documents, conservation, permits, technical correspondence, and other habitat conservation</p>

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	<p>program documents. Conducts and coordinates post-project assessments of mitigation actions.</p>
15%	<p>Water Rights and FERC: Assists CDFW staff to address water rights and water quality concerns, watershed planning, watershed protection, and Federal Energy Regulatory Commission (FERC) relicensing. Reviews and comments on FERC related technical study plans, reports, and assists in providing recommendations. Coordinates with FERC and other agencies to determine license conditions necessary for the protection and utilization of fish and wildlife resources.</p>
10%	<p>California Endangered Species Act: Coordinates and prepares environmental documents for the California Endangered Species Act (CESA) including drafting incidental take permits (Fish and Game Code section § 2050 et seq.). Reviews and ensures completeness of related documents, including, CEQA documents, Restoration Plans, Mitigation and Monitoring Plans, and Habitat Management Lands Acquisition documents. Participates in conservation actions, planning, and review; assesses species and habitat conservation requirements, and infrequently conducts monitoring and handling of sensitive species. Identifies, secures, and manages grants in support of conservation of fish and wildlife resources and maintains detailed records to document grant compliance.</p>
5%	<p>Coordination and Technical Consultation: Prepares correspondence as assigned for Director's referrals, legislative requests, media, and the general public. Implements annual work plan objectives. Attends assigned training and completes mandatory training. Develops and maintains well-organized filing system for all items and areas of responsibility. Uses Microsoft Office software to prepare clear, complete, and technically accurate reports; collects environmental data; reviews, checks, and interprets scientific data and reports. Participates in regional program meetings and teams. Assists other staff as assigned by supervisor.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Performs routine administrative duties including accurate monthly activity reports, time sheets, mileage and vehicle reports, and expense reports as necessary. Implements Individual Development Plan objectives. Maintains professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature.</p> <p>Skill to: Apply environmental and natural resource principles for the analysis of proposed projects; use sound judgement, effectively communicate to the scientific community and the public, effectively facilitate meetings and environmental negotiations.</p> <p>Special Personal Characteristics: Strong communication skills demonstrated ability to exercise sound judgement and work independently, high degree of initiative</p>

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	<p>and flexibility, ability to develop and maintain productive relationships while working in contentious settings, and leadership.</p> <p>Interpersonal Skills: Work independently and in a team setting, exercise leadership, tact, and prudence, demonstrated ability to enhance and maintain a positive working environment.</p> <p>WORKING CONDITIONS: Ability to work at a computer and use associated Microsoft Office software for up to 8 hours a day. Travel and fieldwork are required. Field work may include driving a 4-wheel drive vehicle or hiking long distances in rugged terrain. Occasional long days including early mornings, evening, and weekend work. Overnight travel may be required for training, meetings, and site visits. Must possess and maintain a valid Class C driver's license and be able to operate a car, all-terrain vehicle, or 4WD vehicles. Must maintain in good order all issued program vehicles, equipment, machinery, and computers. This position is required to be in office two days per week with the option to telework the remainder of the time as duties allow and with supervisor approval.</p>

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

PRINT SUPERVISOR'S NAME Graham Meese	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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