

DUTY STATEMENT

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

☐ **CURRENT****E-WLB 23-033****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 Wildlife and Fisheries Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0764-016
UNIT NAME AND LOCATION Game Conservation and Connectivity Program, 1010 Riverside Pkwy West Sacramento	CLASS TITLE Senior Environmental Scientist Supervisor
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Environmental Program Manager for the Game Conservation and Connectivity Program, the position is responsible for supervising and coordinating the development of statewide conservation and management activities for large mammals: deer, elk, pronghorn, bighorn sheep, wild pig, and bear (big game species). This includes development and coordination of public access and conservation activities on private lands. This position directly supervises full-time staff, and is responsible for program budget management, staff development, legislative review, regulation development, and coordination of technical support for big game hunting management plans and environmental documents. The position oversees and coordinates ungulate and bear resource assessments including environmental effects on these populations; development, implementation, and updates of management plans and leading the development of statewide priorities in close coordination with regional leadership for large mammal conservation and management; works with internal and external stakeholders on regulatory and grant related issues; develops and implements public use and hunting programs.	
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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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> Program Supervision – Plans, organizes, and directs the work of Senior Environmental Scientist Specialists, Environmental Scientists, and temporary staff assigned to the big game unit to perform high quality scientific and monitoring efforts. Efforts are directed to advance the conservation and management of large mammals in California, specifically bear, elk, deer, pronghorn, wild pig, and bighorn sheep. Coordinates statewide priorities and collaborates closely with other programs to understand impacts to big game species, including predator-prey relationships and habitat connectivity concerns. Identify priorities to steward the State's big game resources, habitat and environmental management and conservation programs affecting big game; developing conservation and hunting (Title 14) regulations; responding to petitions and the development of environmental documents associated with management activities or proposed activities. Supervises, motivates, and evaluates program personnel performance by developing annual work plans, individual development plans, probationary and annual performance reports. Handles grievances and complaints and takes corrective and disciplinary actions as necessary.
30%	Program Administration - Coordinates program budget; PR grants and assists in formulating statewide Department policy regarding big game conservation and management; provides reviews and direction to resource assessment and conservation and management activities funded by the dedicated big game account and accomplished by regional personnel; provides reviews and direction on implementation of the Private Lands Management (PLM) and Shared Habitat Alliance for Recreational Enhancement (SHARE) programs; analyzes and/or drafts proposed legislation; reviews

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 2

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20%	<p>and analyzes periodic reports and data prepared by program personnel; represents the Department on interstate issues related to big game management; and ensures that program staff produce quality and accurate staff work on a timely basis.</p> <p>Interagency and Constituency Coordination - Coordinates with a variety of public interest groups and State and federal agencies, Native American Tribal entities, to further conservation and management of large mammals; coordinates the review of Big Game Management Account grant proposals and manages funded grants; provides information to the public and the media regarding the most sensitive big game issues in a timely manner; and provides testimony, as required, to the Fish and Game Commission and the Legislature, represents the Department in public meetings regarding big game management programs and activities.</p>
10%	<p>Miscellaneous - Prepare and approve reports and correspondence for the Environmental Program Manager, Branch Chief, Directorate, Agency, or Governor's signature; and perform other related duties as required. Implement Individual Development Plan objectives; maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature; and perform other administrative duties such as the maintenance of assigned State vehicles, monthly preparation, reporting and discussion of significant activities with supervisor, time expenditure reports, and expense claims. Edit and review reports, publications, and other documents on various topics. Creates and manages contracts for biological monitoring and research objectives. Provide support with complex procurement needs for the organization to be able to conduct wildlife research. Support maintenance of equipment for safe field. Maintain assets and other related records.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration: Maintain records of time worked by activity, submit timesheets, travel expense claims, update personal administration, complete required training; attend career development and training programs, develop, and participate in seminars as appropriate to contribute to the achievement of the Wildlife Branch goals and objectives.</p> <p>Special Personal Characteristics: Experience with conducting technical research activities on a variety of wildlife species in the field; Understanding of how to manage budgets, influence stakeholders, build consensus and deliver results. Ability to think independently and make sound decisions in the field, apply knowledge and abilities to a localized project but may be across the state. High degree of personal and professional integrity, aptitude for detail, and initiative. Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.</p> <p>Possession of a valid driver license issued by the Department of Motor Vehicles. Ability to accurately collect and record biological data in the field. Ability to interact and communicate successfully with a diverse public. Good time management skills.</p> <p>Interpersonal Skills: Ability to work both collaboratively and independently and knowing when each mode is warranted to accomplish a task. Utilize tact and respect to achieve conflict resolution, and when promoting program goals and objectives. Communicate effectively with supervisor, peers and constituents verbally and in writing.</p> <p>WORKING CONDITIONS: Ability to use a computer and standard word processing software. Ability to drive a 4-wheel-drive vehicle, ATV and hike cross-country to remote survey sites in rugged terrain, hot and freezing conditions, subject to biting insects, and overnight camping. Attend meetings, work with staff</p>

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 3

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	statewide to complete work assignments. Travel will be required, however depends on the location of the project. At times a uniform may be required for this position.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Mario Klip	SUPERVISOR'S SIGNATURE	DATE
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