

DUTY STATEMENT

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

☐ **CURRENT****E-WLB 23-057****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 WFD/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-905
UNIT NAME AND LOCATION Wildlife Diversity Program, West Sacramento	CLASS TITLE Environmental Scientist (Limited Term)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

To assist with a large backlog of Scientific Collecting Permit applications, the Wildlife Diversity Program is hiring a limited term (24 months) Environmental Scientist position in the Wildlife Branch's Scientific Collecting Permit unit. Under the supervision of the Scientific Collecting Permit unit Senior Environmental Scientist Supervisor in the Wildlife Branch, the incumbent serves as a Scientific Collecting Permit Coordinator and Processor. Incumbent is responsible for reviewing, conditioning, and approving permit applications for scientific, educational, and propagation activities. Incumbent will also assist with training and directing Scientific Aids, coordinating with permit applicants, and program outreach and coordination.

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Scientific Collecting Permit (SCP) Implementation – Conduct review and approval of research permit applications for birds, mammals, amphibians, reptiles, and terrestrial and vernal pool invertebrate species. Review SCP applications and annual technical reports to determine existing and potential impacts of collection activities and whether additional review is required by technical experts. Consult with Department scientists on and develop permit conditions to reduce or eliminate potential impacts of scientific collecting on wildlife species. Consult with applicants to ensure research activities are scientifically sound and appropriate for the planned undertaking. Work with Branch and Regional staff to review, process, and track SCP applications and coordinate with License and Revenue Branch staff on permit issuance. Occasionally participate in field surveys to gain experience in the use of scientific protocols. Assist with and prepare evaluations consistent with the Department's captive propagation and translocation policies.
25%	SCP Program Outreach – Communicate guidance regarding SCP application preparation, review, and programmatic guidelines to potential applicants and permit holders. Coordinate with applicants to ensure all required application and reporting materials are submitted. Review and assist with the revision of Branch SCP protocols. Provide guidance to Department staff on preparation of specific SCPs and implementation of technical, procedural, or policy issues.
15%	Permit Administration – With the Branch's lead Scientific Collecting Permit coordinator, train and direct the work of Scientific Aids assisting with permit implementation. Prepare Branch's summary documents and reports, including permit tracking reports, take reports, program workplans, and other record keeping. Receive, file, and distribute reports submitted by permittees, and track reporting compliance. Consult with permitting staff at U.S. Fish and Wildlife Service and other agencies on policies related to SCP, state and federal endangered species acts, the Migratory Bird Treaty Act, and other permitting issues.

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