

DUTY STATEMENT

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

☐ **CURRENT****E-WLB 24-031****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/Wildlife/West Sacramento	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0764-xxx
UNIT NAME AND LOCATION Waterfowl and Upland Game/ West Sacramento	CLASS TITLE Senior Environmental Scientist Supervisor
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-5594-001

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, this position is responsible for overseeing statewide conservation and management activities for upland game birds, small game, migratory game birds, falconry hunting, Special Hunts, exotic game mammals, the SHARE (Shared Habitat Alliance for Recreational Hunting) Program and the PLM (Private Lands Management) Program. This position supervises scientists, limited term and seasonal staff in the Upland Game Unit, the Waterfowl Unit, and SHARE and PLM Unit. This position is responsible for 1) monitoring and research initiatives; 2) development of management and habitat plans; 3) management of program budgets; 4) analysis of proposed legislation and development of hunting regulations; 5) development of resource assessment priorities and activities; 5) creation and review of environmental documents. This position works with internal and external stakeholders on regulatory related topics, grants, public-use and hunting initiatives.	
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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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> PROGRAM SUPERVISION – Plans, organizes, and directs the work of Senior Environmental Scientist Specialists, Environmental Scientists, limited term and seasonal staff. Leads the conservation and management of the State's resident and migratory game birds, small game mammal resources and falconry hunting, including the assessments of populations, environmental effects and their habitats. Motivates and evaluates program personnel's performance by developing annual work plans, individual development plans, probationary reports and annual performance reports. Addresses grievances and takes corrective and disciplinary actions as necessary. Supervises resource assessments, which includes the development of contemporary monitoring methods to support sustainable harvest, population management and habitat improvements. Guides and oversees conservation actions affecting resident upland and migratory game birds, small game mammals and their habitats. Direct falconry hunting administration and the Special Hunts Program, the PLM Program and the SHARE Program. Assist in the development of federal regulations, policies, and monitoring of habitat improvement and restoration projects. Develops conservation and hunting (Title 14) regulations; and environmental documents associated with ongoing or proposed management activities.
30%	PROGRAM ADMINISTRATION – Manages program dedicated accounts and Pittman-Robertson Act budgets with Branch and regional staff and assists with other accounting as

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15%	<p>necessary. Reviews and signs contracts and grants. Assists in formulating statewide Department policies regarding harvested species. Provides oversight and direction on resource assessment, conservation and management activities funded by the dedicated Upland Game Bird Management Account and the California Duck Stamp Account. Represents the Department at state-wide or national meetings, collaborates with federal, state, tribal and/or private parties. Analyzes, proposed legislation. Reviews and interprets periodic reports and data prepared by program staff to ensure accuracy and timeliness. Prepares and approve reports and correspondence for the Environmental Program Manager, Branch Chief, Fish and Game Commission, Directorate, Agency, or Governor's signature.</p> <p>DEDICATED ACCOUNT GRANTS PROGRAM – Prepares Proposal Solicitation Notices (PSN) for grants issued by Upland Game and Waterfowl units. Coordinates the review of proposals, expenditures and grants associated with the Upland Game Bird Management Account and California Duck Stamp Account. Meets with the Upland Game Oversight Committee to review projects and planned expenses. Adheres to guidelines set forth in Fish and Game Code sections 3684 and 3701 – 3705.</p>
10%	<p>STAKEHOLDER OUTREACH – Coordinates with a variety of public interest groups including State and federal agencies, Tribes, and private entities, to further conservation and management of resident upland and migratory game birds, small game mammals and falconry hunting which may require meeting/conference attendance and out of state travel. Responds to public records requests, public inquiry and the media regarding species and activities within subject matter expertise. Represents the Department in public meetings regarding species and activities under the purview of the Game Conservation Program.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS: Performs administrative tasks, including tracking of time worked, monthly mileage reports on program vehicles, vehicle maintenance and other assigned duties. Provides direction to volunteers and regional staff as necessary. Implements Individual Development Plan objectives; maintains professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature. Reports to the supervisor with prepared materials as directed.</p> <p>Special Personal Characteristics: Demonstrated ability to act independently, supervise and direct the work of others; maintain a positive attitude and consistent quality of work during times when workload is heavy and under pressure; demonstrate confidence in abilities and decisions; always maintain professional demeanor.</p> <p>Interpersonal Skills: Work both independently and as part of a team; ability to follow direction from superiors, as well as to lead and direct Environmental Scientists and other direct reports; work cooperatively with other Department program staff, and federal, State, and non-governmental organization partners; communicate effectively with superiors and coworkers. Strong interpersonal skills are highly desirable.</p> <p>WORKING CONDITIONS: Should be able to work long hours in the office as needed; use a computer and keyboard for at least several hours a day; sitting most of the time; may involve walking or standing for brief periods to access files, references, and other program materials. Field work may be done occasionally so should be able to work in variable weather conditions, walk over</p>

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	uneven outdoor terrain, and carry a 30-pound backpack for up to six hours. Must possess a valid California driver's license and be able to safely operate a motor vehicle and equipment and be prepared to travel moderately using a State vehicle. This position is eligible for telework. This position may require a Department uniform.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	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