**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 - Water Branch | POSITION NUMBER (Agency-Unit-Class-Serial)  565-038-0765-044 |
| UNIT NAME AND LOCATION  Water Operations and Resource Management – West Sacramento, CA | CLASS TITLE  Senior Environmental Scientist (Specialist) |
| INCUMBENT  Vacant | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)  565-038-0765-044 |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS  Under guidance of the Senior Environmental Scientist (Supervisor), the incumbent will fulfill the Department’s responsibilities to administer public ecosystem benefits associated with the Water Storage Investment Program (WSIP). Administration of the public ecosystem benefits will be supported by the incumbent through data analysis, data synthesis, and modeling efforts pertaining to California’s Central Valley fish species (Winter-run Chinook salmon, Spring-run Chinook salmon, Longfin smelt, and Delta smelt), Bay-Delta ecology, water resource management, and operations of the State Water Project and Central Valley Project. Specific duties and responsibilities are as follows: | |

| **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.) | | |
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| 40%  25%  20%  10%  5% | **ESSENTIAL FUNCTIONS**:  **DATA ANALYSIS, SYNTHESIS, and MODELING:** As part of the Water Storage Investment Program, under the Water Operations and Resource Management Unit, and in collaboration with Department of Fish and Wildlife (Department) scientists, Department engineers, outside technical experts, stakeholders, and state and federal agencies, the incumbent will:   * Conduct literature reviews; analyses; research; synthesis of diverse, multi-disciplinary datasets; time series analyses; and modeling. * Review, develop, or assist in the development of conceptual models on topics of fisheries and ecosystem management concerns to better inform ecosystem benefits. * Conduct statistical analysis through the use of coding software to perform advanced analyses, which potentially includes machine learning and lifecycle models for the analysis of potential impacts to species, or benefits to species from WSIP projects. * Analyze species specific ecosystem information with a high degree of focus on native fish species of the Sacramento-San Joaquin Delta.   **PUBLIC BENEFIT CONTRACT DEVELOPMENT**: The incumbent will provide technical support in the development of public benefit contracts and adaptive management plans:   * Provide technical expertise on assigned projects to support management in contract negotiations. * Provide technical input on ecosystem and species data analysis for utilization in legally binding agreements to implement, monitor, and manage ecosystem benefits in perpetuity. * Develop, in collaboration with project sponsors, monitoring and adaptive management plans associated with the WSIP project ecosystem benefits. * Provide regular updates on project activities to the Senior Environmental Scientist Supervisor and Environmental Program Manager, developing briefs and/or white papers on key elements. * Coordinate with the Department’s Office of General Counsel and Regional staff on project activities.   **ADMINISTRATION OF PUBLIC BENEFITS:**   * Collaborate with Department Regions and Branches on data collection methods for the monitoring of ecosystem public benefits. * Provide technical input to project sponsors on proposed project operations plans, ecosystem management strategies, and monitoring and adaptive management plans. * Participate in regular interagency meetings, public meetings, and individual stakeholder meetings.   **MAINTAIN SCIENTIFIC EXPERTISE**: The incumbent will keep informed on new technologies or analytical capabilities to support analytical, modeling, and synthesis efforts. The incumbent will maintain and increase professional qualifications and expertise through training, conferences, workshop attendance, professional/scientific committee participation, reviewing scientific literature, and by conducting on-site habitat assessments and species surveys in coordination with Department staff, other agencies, and professional biologists.  **NON-ESSENTIAL FUNCTIONS:**  Perform administrative duties such as preparing and submitting monthly time expenditure reports, expense claims, vehicle usage logs, annual Individual Development Plan, and annual work plans. Participate in the development of bill analyses.  **Special Personal Characteristics:** Demonstrate ability to: work and lead others with a high degree of initiative; make sound recommendations based on policies, guidance, and regulations; maintain a positive attitude and consistent quality of work during times when workload is heavy; communicate clearly both verbally and in writing; work independently, with open-mindedness, flexibility, and tact; develop and maintain productive relationships while working in contentious settings; organize workload and manage time effectively; lead discussions with CDFW staff and other professionals; and maintain professional demeanor at all times.  **Interpersonal Skills:** Demonstrate ability to: be a positive and creative problem-solver, willing to seek mutually agreeable solutions even in difficult situations; work both independently and as part of a team; follow direction from superiors; work cooperatively with other CDFW program staff, and federal, state, and non-governmental organization partners; communicate effectively, politely, tactfully, and firmly as necessary; demonstrate excellent listening skills and effective negotiation skills; and facilitate and resolve conflicts at lowest possible level. Strong interpersonal skills are highly desirable.  **WORKING CONDITIONS:**  The position requires the use of a computer and Microsoft Office software up to eight hours each day; the completion of office tasks that require sitting, standing, and walking to other locations; and attendance at meetings and participation in conference or video calls. Occasional travel may be required within the state of California via private or public transportation (i.e. automobile, airplane, etc.) and may include an overnight stay. A valid California’s driver’s license is required to drive to meetings and field sites. Field work may be required, and the position may require the incumbent to wear a uniform identifying the employee as CDFW staff. | | |
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| **PRINT SUPERVISOR’S NAME**  Robert Stanley | | **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** |