

**DUTY STATEMENT****E-R6 LF 24-022**

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.*

<b>INSTRUCTIONS:</b> 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/Lands Program	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0762-905
UNIT NAME AND LOCATION Lands Program, Bishop Field Office	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**

Under the general supervision of the Senior Environmental Scientist (Supervisory), the incumbent contributes to natural resource management efforts focused on improving habitat resiliency and reducing wildfire risk on Department-owned lands. The role involves supporting planning and implementation of vegetation management practices—including fuels reduction strategies such as prescribed fire, grazing, and herbicide application—as well as conducting fish and wildlife habitat surveys and assisting with threat mitigation activities. The incumbent helps prepare project proposals and budgets, gathers information to support environmental compliance documentation, and utilizes GIS tools to assist with mapping and progress reporting. In collaboration with regional staff and external partners, the incumbent contributes technical input to Land Management Plans that promote forest health and habitat connectivity, and may participate in public outreach efforts.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
30%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b><u>Habitat Resiliency Project Planning:</u></b> Commute to field sites to perform assigned natural resource management tasks including investigations, analysis, research, fish and wildlife habitat and species surveys, and studies involving forestland, rangeland, and shrubland resiliency and fire hazard risk, necessary to prepare for conducting fuels reduction, and habitat improvement and connectivity on Department owned lands for the purposes of wildfire resiliency, forest health, defensible space, infrastructure protection, illegal activities, and species and habitat conservation to enhance the ecological resilience and safety of Department-owned lands. Project plans include vegetation thinning, prescribed fire, livestock grazing, herbicide application, mitigation of threats including illegal activities, habitat restoration and improvements to habitat connectivity. Investigate threats to Department owned lands, compile damage reports, identify repairs, emergency stabilization, rehabilitation and restoration needs for increasing resiliency to wildfire; prepare project proposals, procure resources, develop grant proposals, and develop contract work scope where needed. Coordinate with other stakeholders on landscape-wide fuel treatment strategies and consult various ecological restoration and wildfire risk tools. Draft project budgets, detailed project descriptions, purchase necessary equipment, layout project area boundaries, flag natural and cultural resource protection zones, prepare maps using GIS software, validate maps, and conduct surveys to collect data.
25%	<b><u>Project Management and Reporting:</u></b> Draft contract documents to implement high priority project needs. Coordinate with Department staff, project contractors, and subcontractors to ensure tasks are completed according to needs, and timelines are being met or adjusted, as necessary. Oversee

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20%	<p>project implementation to ensure all contract requirements are being met and the treatments meet the project objectives. Review invoices to ensure they are within the contracted tasks and provide recommendations for approval to the senior environmental scientist (supervisory). Review and approval of invoices where the incumbent is project lead. Track treated acres associated with each project using GIS software and design appropriate monitoring strategies to ensure the effective execution and accountability of high-priority natural resource management projects on Department-owned lands.</p> <p><u>Project Environmental Review and Compliance:</u> Analyze potential project impacts to fish and wildlife resources and identify Best Management Practices (BMP) and Standard Project Requirements (SPRs) to minimize potential project impacts and safeguard sensitive habitats and species. Use professional judgment in the level of environmental compliance needed on project-by-project basis; prepare regulatory and compliance documents; remain current on pertinent environmental laws and regulations. Complete initial studies and required documentation (including but not limited to verification under emergency proclamation, exemptions, negative declaration, and/or Environmental Impact Report). Prepare applications for applicable permits needed for project implementation. Prepare correspondence and answer questions from Department staff, stakeholders, agencies/Departments, and the public. Communicate and work directly with contractors, state and federal agencies, nonprofit organizations, and private contractors such as the California Department of Forestry and Fire Protection (CAL FIRE), California Conservation Corp (CCC), cooperators, and Region staff in the development of projects and environmental review documentation to maintain transparency with the public.</p>
15%	<p><u>Land Management Planning:</u> Regional lead from preparing and updating property specific Land Management Plans (LMPs) with specific emphasis on wildfire resiliency, forest health, habitat connectivity, and prevention of incompatible and illegal activities for Department lands as assigned. Coordinates with CDFW Planning, Assessment, and Inventory for Lands (PAIL) unit and contractors. Reviews and drafts new and revised LMPs as required by Section 1019 of the Fish and Game Code to support enforcement and strategies to keep public lands protected.</p>
5%	<p>Supports Lands Program staff in the planning and implementation of environmental projects by contributing technical expertise and assisting with coordination efforts. Responsibilities include gathering information to help develop annual and long-range work plans for Wildlife Areas and Department-owned lands in alignment with program objectives. May assist with identifying resource needs, such as equipment and facility improvements, and contribute to associated funding requests. Additional duties include monitoring fieldwork progress, participating in safety assessments, and providing input on project operations to ensure environmental standards and program goals are being met. Attend public meetings and answer questions of a routine nature from the public and other governmental entities and agencies.. Purchase, maintain, and track project equipment used within the Region and loaned to other Region Offices. Arrange for and coordinate loans of necessary equipment and staff.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Prepares and submits monthly time expenditure reports, expense claims and activity reports per policy, and participates in annual performance appraisals and individual development plans in conjunction with the supervisor. Maintains professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Perform other duties as required to assist in the Departments Mission and assist other agencies related to that mission when requested.</p>

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	<b>WORKING CONDITIONS:</b> Ability to use a computer including familiarity with Microsoft Office software. Responsibilities are split between office and field work. Office work will entail researching reviewing and developing documents in addition to working with Regional staff, interact with headquarters staff and members of the public via e-mail, telephone and through virtual meetings. Possession of valid driver's license to commute to field sites. Ability to drive for up to 8 hours. Ability to work outdoors for up to week-long trips in variable weather conditions, operate 4WD vehicles, with and without trailers, and may include boats, wade in streams, and walk over uneven outdoor terrain carrying a 30 lb. backpack for up to 8 hours. Travel over uneven terrain, up and down steep terrain, long distances by foot in wet and cold weather to hot and dry weather. Occasional overnight camping and travel up to 20% to reach some project locations may be required. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff. This position offers the possibility of a hybrid telework agreement based on the Department's current Telework Policy.	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>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.</b>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>