

DUTY STATEMENT

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

☒ **CURRENT****E-WLB 25-012****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)
UNIT NAME AND LOCATION Wildlife Diversity Program, West Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-039

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direct supervision of the Senior Environmental Scientist Supervisor for the CESA Unit of the Wildlife Diversity Program (WDP), incumbent is responsible for prioritizing, initiating, and authoring five-year reviews and authoring listing petition evaluations and status reviews for terrestrial wildlife species per the California Endangered Species Act (CESA). Incumbent will compile, review, evaluate, and analyze scientific literature, data, and other information related to status updates of CESA-listed terrestrial wildlife species. Incumbent is responsible for coordinating and collaborating with WDP species experts, CDFW regional biologists, CESA staff from other headquarters programs, and others, and incorporating their input into reviews and reports. Incumbent will research, assess, and compile information related to current recovery and conservation actions, threats, monitoring, population size and trend, range size and trend, and population viability of CESA-listed wildlife species.

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> <u>CESA Five-year Review Reports:</u> Review status of terrestrial wildlife species listed as threatened or endangered under CESA by researching and utilizing the best scientific information available to the Department. Follow standard procedures to prepare species reports, consistent with information and guidelines specified in Fish and Game Code Sections 2077 and 2072.3, which include identification of habitat, in terms of both geographic extent and essential components, necessary for the continued existence of the species and an assessment of whether the conditions that led to the original listing are still present. Reports will also include Department recommendations for management actions and other related recommendations for recovery of the species.
15%	<u>Outreach and Coordination for Five-year Reviews:</u> Prepare and distribute public notification materials, and plan and lead listening sessions with tribal representatives. Prepare and present findings to the California Fish and Game Commission (Commission) at public meetings. Prepare periodic reports summarizing the status of all CESA-listed terrestrial wildlife as specified in Fish and Game Code Section 2079. Prioritize the order in which five-year reviews are produced with input from Department wildlife staff and leadership. Coordinate with staff and leadership from Fisheries Branch, Habitat Conservation Planning Branch, and the Marine Region to develop standard procedures and templates for completing five-year reviews. Driving a state vehicle and minimal travel throughout the state may be required to participate in meetings.
15%	<u>Listing Petitions, Status Reviews, and Recovery Plans:</u> Work with Department and Commission staff to evaluate petitions received from the public to list, change listing status, or delist terrestrial wildlife species under CESA, based upon the current and relevant information the Department possesses or receives. Coordinate with Department and Commission staff to ensure completion of all steps in the petition evaluation process and to submit a written petition evaluation report with recommendations

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15%	<p>to the Commission, and present report findings to the Commission at a public meeting. Assist with the preparation of status reviews and recovery plans for CESA-candidate species. Assist Wildlife Branch CESA unit and other Department staff with developing and implementing standard procedures related to report formatting, review, and communications with the public, tribes, and Commission.</p>	
10%	<p><u>Listed Species Coordination:</u> Provide technical support to Department staff for CESA-listed terrestrial wildlife species. Prepare, review, and assist with technical reports, briefings, concept papers, conservation strategies, mitigation measures, recovery plans, grant proposals, scientific collecting permits, research agreements, and legislation and regulations relating to the conservation and recovery of these species and their habitats. Respond to public inquiries related to listed species issues.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Maintain professional qualifications through training, seminars, workshops, and review of current scientific literature. Prepare and implement Individual Development Plan objectives. Perform administrative duties such as tracking time worked, regular preparation and discussion of significant activities with supervisor, and completion of travel expense claims. Complete all Department required paperwork; maintain Department policy requirements (e.g., reading and signing of required forms); complete Department/State training requirements.</p> <hr/> <p>WORKING CONDITIONS: Duties are performed primarily in an office environment and at various meetings and venues. Ability to develop and deliver effective oral presentations before the public. Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. In addition to working with West Sacramento based staff, interact with CDFW Regional staff and members of the public via e-mail, internet conferencing, telephone, and onsite to complete work assignments. Statewide travel up to 5% of time may be required. Possession of CA driver's license. Ability to drive for up to 8 hours in a day. Ability to conduct biological resource work in the field and work at odd hours. Ability to work outdoors in variable weather conditions and walk over uneven outdoor terrain carrying a 30 lb. backpack for up to 6 hours. The position may require a uniform identifying the employee as Department staff.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Neil Clipperton	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