

DUTY STATEMENT

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

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – Fairfield, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-007

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under close supervision of a Senior Environment Scientist (Supervisory) and within the Bay Delta Region's Habitat Conservation (HabCon) Program, the incumbent is responsible for preparing, tracking, reviewing, editing, and conducting compliance on Lake and Streambed Alteration Agreements (LSA) and California Endangered Species Act (CESA) permits, implementing the Santa Clara Valley Habitat Conservation Plan/Natural Communities Conservation Plan (HCP/NCCP) managed by the Santa Clara Valley Habitat Agency (Habitat Agency), and commenting on California Environmental Quality Act (CEQA) and related environmental documents for projects located in Santa Clara County. The incumbent represents the HabCon Program and may provide consultative advice when working with outside entities. The incumbent will apply the best available technical information in writing and presentations to provide significant positive consequences for CDFW, the public, and trust resources. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups.

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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> <u>Prepare and Finalize LSAs.</u> Evaluate LSA notifications for technical completeness, conduct site visits, assess on-site impacts, develop mitigation measures, and prepare draft and final documents. Screen notifications for likelihood and severity of potential environmental impacts. Based on field and/or desk review, prepare draft agreements which minimize and/or mitigate the impacts of proposed activities. Monitor compliance and effectiveness of final agreements. Respond to inquiries related to LSAs from landowners, project proponents, interested parties, stakeholders, and the general public. Activities may require consultation and coordination with other public agencies, and require use of a state-issued vehicle with four-wheel drive to access project locations often in off-road or remote areas.
30%	<u>CEQA.</u> Review, track, and prepare written comments on CEQA and related environmental documents for Regional Manager signature where CDFW is a Responsible or Trustee agency (Initial Studies, Mitigated Negative Declarations Environmental Impact Reports, and related documents). Prepare CEQA documents when CDFW is a Lead Agency (Notices of Exemption, Notices of Determination, and related documents). Participate with other agencies and private parties in the development and implementation of avoidance, minimization and, mitigation measures for fish and wildlife issues. Review No-Effect Determination requests and recommend a determination.
10%	<u>Santa Clara NCCP- Regional Planning.</u> Participate in the implementation of the Santa Clara NCCP. Coordinate with city and county planners, developers, consultants, interested citizen groups, and personnel from other state and federal agencies. Review land packages for reserves protected under the NCCP. Coordinate with NCCP participants to implement the conservation strategy, monitoring,

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	<p>adaptive management, and funding programs for conservation of wildlife and botanical resources. Review project applications for coverage of projects under the Santa Clara Valley HCP/NCCP. Manage grants awarded to the Habitat Agency or partners under the NCCP.</p>
15%	<p><u>Endangered Species Permitting.</u> Prepare, review, track, and edit CESA permits, 2080.1 consistency determinations, conduct site visits requiring use of a state-issued vehicle with four-wheel drive to access project locations often in off-road or remote areas, and participate in other endangered species related projects. Develop take avoidance measures for fully protected species.</p>
5%	<p><u>Meetings and Coordination.</u> Attend and participate in meetings with project applicants to review, discuss, plan and/or develop projects, maintenance activities, permit mitigation requirements, and environmental documents. Communicate and coordinate with CDFW fisheries, wildlife management and engineering staff, and other state and federal public agencies, Habitat Agency, stakeholders, and the general public to address issues, questions, or concerns regarding CDFW's role in LSAs, CEQA review, NCCPs, and rare, threatened and endangered species, and species of special concern.</p>
5%	<p><u>Scientific Analysis.</u> Conduct resource assessment and other analyses necessary for conservation planning. Review and comment on studies and monitoring plans put forth as necessary for conservation plans</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend training and conferences as needed to enhance performance in the position and program knowledge. Represent the Region by participating in CDFW Statewide working groups. Perform administrative duties such as, prepare and submit monthly time expenditure reports, expense claims, and vehicle usage logs, and annual Individual Development Plan and annual work plan. 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 CDFW staff, other agencies, and professional biologists.</p>
	<p>Special Personal Characteristics: Demonstrated ability to act independently and take direction, lead, and work well in a team setting; apply open-mindedness, flexibility, and tact; maintain professional personal appearance; maintain professional and respectful demeanor at all times; maintain a positive attitude and consistent quality of work during times when workload is heavy and under pressure; demonstrate confidence in abilities and decisions; willingness to work through and effectively and reliably analyze highly complex issues both independently and collaboratively; working knowledge of various state and federal permitting processes related to LSAA, CEQA, NCCP and CESA.</p> <p>Interpersonal Skills: Strong interpersonal skills, with an ability to motivate staff and encourage teamwork, and a desire to help staff with their technical and professional development; high degree of personal initiative, environmental and work ethic, and team orientation; work cooperatively with other CDFW staff and state, federal, and non-governmental organization partners; communicate effectively, respectfully, and positively with superiors and all coworkers and external partners.</p>
	<p>WORKING CONDITIONS:</p> <p>Work on a computer for prolonged periods and operate office equipment (computers, copies/scanners, fax machines, telephones, etc.). Attend frequent site visits and meetings away from office. Field work is completed year-round and may be required sometimes in remote locations, rugged terrain, and/or adverse weather conditions. Work may be physically demanding for short</p>

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	periods of time. Must possess a valid California Driver License, be able to operate a motor vehicle (with and without four-wheel drive [4WD]), and be prepared to travel using a State vehicle. This position may require the incumbent to wear a CDFW uniform for identification purposes.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Jason Faridi, Senior Environmental Scientist (Supervisory)		
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
VACANT, Environmental Scientist		