

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 Wildlife and Fisheries Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-032-0765-003
UNIT NAME AND LOCATION Regulations Unit - Sacramento	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general direction of the Regulations Unit Environmental Program Manager I, and in close coordination with Regulations Specialists in CDFW programs and regions, this position is responsible for the development and review of complex, high priority regulations for marine, land, water, fish, and wildlife issues of substantial complexity, including for harvest and resource protection, to meet Commission and CDFW priorities. This position works also leads the equity and community engagement support section of the Regulations Unit. The incumbent works in close coordination with CDFW and Fish and Game Commission (Commission) staff on complex and controversial biological and regulatory issues, including preparing regulatory text and regulatory change proposal documents under both CDFW and Commission authorities to meet management, enforcement, and public needs. Performance of activities will require a comprehensive knowledge of the Administrative Procedure Act (APA), CDFW and Commission administrative procedures, working in or leading multi-disciplinary teams, meeting facilitation, negotiation principles, environmental laws, and ecological principles. Also required is an understanding of CDFW organizational structure, Fish and Game Code, and Title 14, California Code of Regulations. A very high degree of personal initiative, team coordination, and sound judgement is expected in the development of solutions for complex, controversial rulemakings. 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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Coordination and Analysis of Regulations: Coordinates and facilitates teams involving CDFW regions and programs, and Commission staff, to draft amended regulations and regulatory change documents (e.g., Initial and Final Statements of Reasons), consistent with established procedures and policies. Assists with California Environmental Quality Act (CEQA) requirements, and interested parties or stakeholder outreach needs. Development and review of regulations may include the overhaul, reorganization, and/or simplification of existing regulations, or the development, review, and approval of new regulations necessary to improve understanding and compliance by the public and CDFW enforcement. Reviews regulatory documents in adherence with the APA, and make determinations regarding statutory authority and reference, necessity, consistency, clarity, and enforceability. Prepares rulemaking timelines, tracking the status of proposed regulatory actions and document or mailing deadlines, follows up on action items, and communicates decisions back to rulemaking teams and management. Develops innovative solutions for complex, controversial regulatory issues that have statewide

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25%	significance. Works independently and in a team setting; under deadlines and time constraints; communicate politely and tactfully. Demonstrate excellent listening and communication skills, and effectively work with all levels of staff, other agencies, and the public, and build and maintain working relationships with internal and external stakeholders.
20%	Publication Management: Coordinates with CDFW programs on development of annual regulations publications. Assists with design, layout, and administration of the internal publication process for regulation booklets, and coordinates with IT staff to further the development of electronic-based regulations. Contributes and/or implements ideas for digital publications, including infographics, visuals, or outreach materials related to unit functions. Researches and implements alternatives for print-on-demand options, including funding or grants to offset printing or other logistics costs. Converts publications for internet document accessibility and posting to CDFW regulation webpages.
10%	Commission Coordination, Regulatory Liaison, and Training: Oversees and follows progress on Commission rulemaking items, participates in Commission meetings, and responds to status or other inquiries from Commission staff. Prepares and submits notices and CDFW rulemakings to the Office of Administrative Law (OAL). Researches and responds to questions from OAL concerning CDFW rulemaking files. Assists attorneys with compiling documents for Public Records Act requests. Assists with developing and delivering training and materials for teams involved in regulations.
10%	Equity and Community Engagement: Works with others to implement and fine-tune an “equity assessment” for staff involved in the promulgation of regulations. Assists with updating the unit’s planning and procedure documents for embedding equity into the regulatory change process. Proposes key performance metrics to assess, measure and track impact and effectiveness of achieving equity goals and outcomes. Researches and prioritizes regulations for translation to meet the needs of California’s diverse population. Assists with content to supplement efforts by the Office of Communications, Education, and Outreach as it relates to regulations or R3 efforts. Develops and implements campaigns related to public use and access of current regulations and participation in the regulatory change process. Helps develop and maintain regulations internet and intranet web pages. May author and review blog posts, video, or other web content, and/or interpretive signage. Tracks, investigates, and helps respond to public questions and/or complaints on regulatory issues. Researches funding options that can expand community engagement initiatives.
10%	Knowledge Management: Assists with updating existing catalog of CDFW and Commission rulemaking records, including internal working files. Frequents the California State Library and/or the California State Archives, and improves shared agency literature resources, including records retention schedules. Assists with refining unit procedures for the preparation, review, and approval of regulations for inclusion in program guidance and the Operations Manual.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Maintains professional qualifications and expertise through training, conference attendance, professional/ scientific committee participation, and reviewing scientific literature. Performs administrative duties, such submit timesheets, expense claims, and implement annual Individual Development Plan objectives. Participates in team building exercises and cross

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	training with other programs. Participate as a Respondent in annual activities pertaining to Service Based Budgeting. WORKING CONDITIONS: Hybrid work schedule for now, though beginning July 1, 2026, it is anticipated the position will be office-centered and employees will be expected to report to the office at least four days per week (Executive Order (EO) 22-25). Incumbent uses a laptop computer and keyboard at least several hours a day, sitting or standing most of the time, which may involve walking or standing for brief periods to access files, references, and other program materials. Occasional visits to receive or hand delivery of hard copy documents to other agencies may be required, and occasional overnight travel possible. The incumbent facilitates, and attends virtual and in-person meetings and conference calls, as well as internal and external trainings. There may be occasional work at odd or irregular hours to meet project deadlines.	
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