

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 Bay Area Habitat Conservation – Fairfield, CA	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0765-001

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

Under the direction of the Senior Environmental Scientist (Supervisory), the incumbent is responsible for formulating regional policies and guidelines, representing the region in Department and Interagency technical and policy committees; developing and providing technical guidance to, and reviewing and editing water right protest; coordinating and conducting environmental review of water projects under California Environmental Quality Act (CEQA) and endangered species permits under the California Endangered Species Act (CESA), of the Fish and Game Code; providing technical support and training to field staff in developing specialized mitigation measures and conducting mitigation negotiations for impacts to sensitive, threatened, and endangered species, with a focus on fish, amphibians, reptiles and invertebrates; preparing Lake and Streambed Alteration Agreements (LSAA) involving water diversions; and tracking and coordinating Sustainable Groundwater Management Act (SGMA) implementation. 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> Develop regional guidelines, positions, and approaches on water issues. Represent the region on intra-departmental committees formulating statewide policies and guidance on water rights and water diversion issues. Represent the Department on inter-agency committee and working groups to develop impact analysis methodologies, standards for approving, and scientific basis for determining the effects of water diversion on fish and wildlife, including endangered species, for adoption in strategies to minimize the effect of water projects on fish and wildlife. Represent the Department to other State, Federal and local government agencies and stakeholders on Department policy, programs, and issues relating to water and the environment. Drive a state-issued vehicle to attend committee and working group meetings.
20%	Develop and refine conditions in LSAA's for water diversion projects. Identify and evaluate impacts and devise mitigation measures. Ensure consistency with Department guidelines and policies. Act as lead in the preparation of appropriate CEQA documents. Duties include developing courses of action for future projects while working on individual major LSAA projects with water rights implications. Drive a state-issued vehicle with four-wheel drive to conduct LSAA site visits, potentially off-road on un-paved surfaces and to remote locations.
20%	Evaluate the study methods and protocols in water rights and water diversion projects prepared pursuant to CEQA, CESA, the National Environmental Policy Act, and the Endangered Species Act. Recommend appropriate study protocols where deficient, and develop appropriate study methods for sensitive, threatened and endangered species (i.e. California red-legged frog, steelhead, Coho salmon, Chinook salmon, and California freshwater shrimp). Review the adequacy of mitigation plans

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DFW 242A (REV. 07/18/22) Page 2

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	and prepare CESA permits. Negotiate complex mitigations with landowners, agency staff, and Permittees for large-scale projects affecting sensitive habitats and endangered species. Develop innovative mitigation measures as necessary to mitigate impacts to fish and wildlife (including the preparation of legal agreements). Drive a state-issued vehicle with four-wheel drive to conduct water rights and water diversion site visits, potentially off-road on un-paved surfaces and to remote locations.
15%	Serve as regional lead person on water rights and Federal Energy Regulatory Commission projects dealing with sensitive fish and wildlife species and habitats in the region. Initiate and analyze technical reports and environmental documents evaluating the effects of exceedingly complex environmental projects on multiple species of wildlife and their habitats. Also provide support and technical assistance to Department staff (at all levels) on projects with complex water rights/CESA/LSAA/CEQA issues.
10%	Serve as regional lead person on SGMA and other groundwater related issues. Track SGMA implementation and/or assist with coordination with Groundwater Sustainability Agencies to avoid adverse impacts to fish and wildlife. Assist in the development and analysis of Groundwater Sustainability Plans in order to protect fish and wildlife beneficial uses. Coordinate with the Region 3 Lands Program when SGMA implementation would affect CDFW lands. Review Periodic Evaluations of Groundwater Sustainability Plans to provide feedback on implementation progress. Represent the region in technical discussions related to well permitting processes. Assist in regional review of CEQA documents for groundwater projects.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Implement Individual Development Plan objectives/Administrative Duties. Submit monthly reporting such as time sheets and vehicle mileage logs, maintain records for vehicle maintenance. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature, and other administrative duties. <u>WORKING CONDITIONS:</u> Ability to use a computer keyboard several hours a day. Attend meetings and hearings; work with staff statewide to complete work assignments. Must be able to negotiate rough and unstable terrain, conduct physically demanding work and be able to work long hours as needed. Field work must be done year-round. Must possess a valid driver's license and be able to safely drive a motor vehicle (with and without four-wheel drive).
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME Julie Lile, Senior Environmental Scientist (Supervisory)	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 VACANT, Senior Environmental Scientist (Specialist)	EMPLOYEE'S SIGNATURE DATE