

**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.*

<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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – [location TBD]	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-006

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

Under the close supervision of a Senior Environment Scientist (Supervisory) and within the Bay Delta Region's Habitat Conservation Program, the incumbent is responsible for preparing, tracking, reviewing, editing, and commenting on complex Lake and Streambed Alteration Agreements (LSAAs), California Environmental Quality Act (CEQA) documents, California Endangered Species Act (CESA) permits, and related documents in the Bay Area, primarily within Napa County. The incumbent will independently identify problems, develop courses of action, implement and help develop emerging conservation strategies and mitigation programs, and have excellent communication and organizational skills. A high degree of personal initiative is expected, including applying the best available technical information in writing and presentations to provide significant positive consequences for the public, CDFW, and trust resources. The incumbent represents the region and may act as the staff lead and provide consultative advice when working with applicants, local, state, and federal agencies, stakeholders, and members of the general public. 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.)
40%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b>Lake and Streambed Alteration Consultation/Coordination/Permitting:</b> Prepare, review, and track complex LSAAs, primarily in Napa County. Screen LSA Notifications for likelihood and severity of potential environmental impacts. Evaluate LSA Notifications for technical completeness; assess on-site impacts to fish and wildlife resources; develop avoidance, minimization, and mitigation measures; and prepare draft and final documents. Based on field and/or desk review, prepare draft LSAAs which minimize and/or mitigate the impacts of proposed activities. Monitor compliance and effectiveness of LSAAs. Respond to inquiries related to LSAAs from landowners, project proponents, interested parties, stakeholders, and the general public. Prepare Notices of Violation and Natural Resource Injury Assessments. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the abovementioned duties.
30%	<b>CEQA Review:</b> Prepare comment letters for, review, track, and edit complex CEQA and related environmental documents, primarily in Napa County. Act as lead person in the development of CEQA documents where CDFW is a CEQA lead agency. Participate with other agencies and private parties in the development and implementation of mitigation measures for fish and wildlife resource impacts. Review No-Effect Determination requests and recommend a determination. Participate and represent CDFW in meetings related to project development, General Plans, and other CEQA land use documents. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the abovementioned duties.

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15%	<b>Endangered Species Consultation/Coordination/Permitting:</b> Prepare, review, track, and edit complex CESA permits and Consistency Determinations (Fish and Game Code, §§ 2081, subdivision (b), 2080.1, 2089.2, et seq.), primarily in Napa County. Monitor compliance and effectiveness of CESA permits. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the abovementioned duties.				
10%	<b>Communicate and coordinate:</b> Maintain frequent and effective communication with the program supervisor, team members, other CDFW staff, other government agencies, cooperators, the public, and the regulated community. Address issues, questions, or concerns regarding CDFW's role in LSAAs, CEQA review, and rare, threatened, and endangered species, species of special concern, and other sensitive fish and wildlife resources.				
5%	<b><u>NON-ESSENTIAL FUNCTIONS</u></b>				
	<p><b>Personal Development, Training, and Administration:</b> Develop work plans and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; maintain professional qualifications; and complete mandatory training. Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of regional goals and objectives. Other duties as assigned.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking; attend meetings and conference calls. The position may require fieldwork that involves hiking over uneven and possibly steep or wet terrain and use of an All-Terrain Vehicle; and work in inclement weather. A valid driver's license is required to drive on official state business. Driving may require travel of up to three or more hours each way including overnight travel (up to 5%). Work schedules may include early mornings and late nights. The position may require the incumbent to wear an official uniform for identification purposes.</p>				
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>					
<b>PRINT SUPERVISOR'S NAME</b> Melanie Day, Senior Environmental Scientist (Supervisory)	<table border="1"> <tr> <th data-bbox="899 1308 1377 1346"><b>SUPERVISOR'S SIGNATURE</b></th><th data-bbox="1377 1308 1520 1346"><b>DATE</b></th></tr> <tr> <td data-bbox="899 1346 1377 1402"></td><td data-bbox="1377 1346 1520 1402"></td></tr> </table>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</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.</b> <b>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> VACANT, Environmental Scientist	<table border="1"> <tr> <th data-bbox="899 1528 1377 1566"><b>EMPLOYEE'S SIGNATURE</b></th><th data-bbox="1377 1528 1520 1566"><b>DATE</b></th></tr> <tr> <td data-bbox="899 1566 1377 1621"></td><td data-bbox="1377 1566 1520 1621"></td></tr> </table>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>		
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