

DUTY STATEMENT**E-R6 CDR 25-001**

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

☐ **CURRENT****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 Inland Deserts Region 6	POSITION NUMBER (Agency-Unit-Class-Serial) 565-605-0764-006
UNIT NAME AND LOCATION Salton Sea Program – Bermuda Dunes	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the general direction of the Salton Sea Program Manager (C.E.A.), the incumbent supervises and directs professional scientific staff and technicians responsible for planning and permitting duties in the Salton Sea Management Program. The incumbent oversees staff development, conducts performance evaluations, and manages program budgeting, and work force planning.

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> SSMP Program Supervision. Supervise the work of a multi-disciplinary scientific and support staff engaged in implementation of the Salton Sea Management Program. Program includes implementation of the Salton Sea Management Plan Ph. I: 10-Year Plan, Species Conservation Habitat project, dust suppression activities, other habitat creation projects, species and program monitoring and adaptive management, regulatory oversight, and community engagement including in diverse and economically disadvantaged communities with high pollution burden. Provide training and coordinate with staff through regular meetings, updates, and ongoing communication via email, Teams, and phone. Develop project assignments and deadlines. Provides leadership, motivation, and feedback to program staff; responsible for hiring and performing supervisory oversight. Make operational decisions and recommendations on budget and personnel matters. Manage projects, track multiple timelines, and communicate timelines progress to entities, including CDFW, California Natural Resources Agency (CNRA), and Department of Water Resources (DWR).
15%	Environmental Compliance. Supervise, monitor, and provide guidance and training to staff on review, drafting, and implementation of State and federal environmental planning, compliance, and permitting issues including California Environmental Quality Act (CEQA), California Fish and Game Code Section 1600 et seq. Lake and Streambed Alteration Agreements (LSAA), California Endangered Species Act (CESA) incidental take permits or Endangered Species Act/CESA consistency determinations, National Environmental Policy Act (NEPA), and Clean Water Act Section 404/401.
15%	Habitat Restoration Planning in arid environments. Oversee staff and work with other agencies and contractors surveying and monitoring birds, pupfish, soils, surface water and ground water, using results to inform adaptive management and habitat restoration planning in arid environments. This includes reviewing plans, blueprints, engineering drawings, water system designs and other documents to ensure that creation of the projects is appropriate for the species that they are being created for including but not limited to water sources, vegetation requirements for appropriate habitat,

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10% 10% 5%	adjacent uses and other things that may affected the species once habitat is restored, created or enhanced. Community Engagement. Attend public meetings, prepare agenda items for meetings, and notes. Work with other agencies and community-based organizations to conduct community involvement and public engagement. Budgeting and Program Oversight Working closely with the C.E.A and administrative staff, review and track program budgets and track spending. Participate in and oversee reviews of implementation of Incidental Take Permit for the Quantification Settlement Agreement (QSA) relating to water transfers from the Imperial Irrigation District (IID) to the San Diego County Water Authority (SDCWA). Oversee staff participation in the implementation of the Coachella Valley Multiple Species Habitat Conservation Plan (MSHCP) related to birds and pupfish. <u>NON-ESSENTIAL FUNCTIONS:</u> Prepare annual personnel evaluations, review time sheets, monthly reports, expense claims, activity and time sheets and other administrative and supervisory duties as needed. Prepare drafts of routine correspondence, vehicle mileage logs, and attend training. Maintain professional qualifications through training, professional/scientific committee participation and reviewing scientific literature. Perform other administrative and field duties as needed. WORKING CONDITIONS: Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking to other locations; attend meetings and conference calls; visit project sites requiring driving a vehicle up to three or more hours each way and sometimes including early mornings and late nights; occasional overnight travel up to 20% to reach some meeting or field locations; hiking over uneven and possibly steep or wet terrain at project sites for reconnaissance and biological monitoring; including operation or passenger on a boat; occasional travel of two or more days per week. This position offers the possibility of an office-centered hybrid telework agreement based on the Department's current Telework Policy. The Position requires the incumbent to wear a uniform identifying the employee as CDFW staff.
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