

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 Conservation Board (WCB)	POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-0765-008
UNIT NAME AND LOCATION Development and Restoration Unit	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 direction of the Senior Environmental Scientist (Supervisory), the Senior Environmental Scientist (Specialist) will be responsible for the planning and implementation of the Wildlife Conservation Board's (WCB) Habitat Enhancement and Restoration Program (HERP) and will be the primary technical contact for the WCB on climate change adaptation and resiliency issues.

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.)
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Program Management. Act as the WCB's lead and statewide point of contact for Federal, State, local agencies, tribes, non-governmental organizations, and private individuals and companies for all of the WCB's issues related to restoration and enhancement of wetland habitats outside the Central Valley, and habitats for at-risk species focusing on central California. Participate in scientific and policy discussions and work collaboratively to resolve complex natural resources issues. Develop and maintain program criteria; review and assist with grant proposals; coordinate administrative review and evaluation of applications. Lead responsibility to provide to WCB management, grant applicants, grantees, and governmental agencies for WCB's Habitat Enhancement and Restoration Program (HERP) related issues by convening, leading and participating in technical and scientific teams of subject matter experts involved in program activities that achieve habitat goals related to the program. Ensure HERP program and projects advance the strategic priorities and goals of WCB's Strategic Plan by tracking outcomes. Coordinate with the California Department of Fish and Wildlife and other partners to provide expert scientific review and guidance in the development of HERP policies and procedures. Act as a consultant to WCB management, CDFW, and others on sensitive policy issues related to state and federal protection and restoration projects and their benefits for fish, plants, and wildlife.</p>
30%	<p>Project Management. Lead the effort in developing project criteria and implementing projects for habitat enhancement and restoration projects to provide climate adaptation and resilience. Perform independent review of project applications including analysis of their technical and scientific merit and feasibility; ensure proper application of ecosystem priorities and relative environmental values; and identify critical environmental issues. Ensure habitat enhancement and restoration project actions are compliant with the California Environmental Quality Act and other environmental requirements. Negotiate all grant terms and conditions for project planning, design, implementation, and management activities based on best available science with grant applicants. Provide technical assistance to applicants and grantees regarding climate adaptation criteria. Participate, evaluate,</p>

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	and act as project manager on projects occurring under the WCB's other programs, such as the Forest Program or Oak Woodlands Conservation Program.
15%	Science and Coordination. Analyze and monitor the state of climate change adaptation science and policies throughout WCB's programs to reflect current science and policy initiatives of the administration and state. Coordinate with the California Air Resources Board (CARB), the California Natural Resources Agency (CNRA) and others to assure that activities of the WCB and its partners are consistent with current requirements, direction and understanding.
10%	Monitoring. Evaluate environmental climate adaptation impacts of implementing habitat protection and restoration projects and associated activities; develop and implement protocols to measure, survey, and monitor performance criteria. Evaluate project success or lack thereof and develop and implement remediation measures.
5%	Public Representation. Prepare and present project proposals to the Wildlife Conservation Board for approval. Represent the WCB at public meetings, conferences, forums and workshops, interacting with the public and partners, including being stationed at a WCB information booth, sitting on a panel, attending ribbon cutting ceremonies,
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Attend meetings and training to enhance program knowledge and perform other duties, as assigned, related to the WCB habitat restoration programs.</p> <p><u>WORKING CONDITIONS:</u> Open-spaced partitioned office with artificial lighting. Monthly overnight travel throughout the state may be required, typically 1 to 3 nights per month. Currently this position can be fulfilled from a home office under a WCB telework agreement. The Wildlife Conservation Board and this position are based at 715 P Street, Sacramento, CA.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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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
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