

**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 Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-043
UNIT NAME AND LOCATION Habitat Conservation Fresno	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 supervision of the Senior Environmental Scientist (Supervisory) in the Habitat Conservation program in the Central Region, this position serves in a lead role as part of a statewide team that assists in the administration of the California Department of Fish and Wildlife (CDFW) Cutting the Green Tape (CGT) program, to increase the pace, scale, and quality of environmental restoration through coordination of restoration project development, expedited environmental review and permitting pathways, and restoration grant management.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
40%	<p><b>ESSENTIAL FUNCTIONS:</b></p> <p><b>Restoration Permitting and Environmental Review:</b> Incumbent prepares regulatory permits and environmental review documents for complex restoration project implementation, operation, and monitoring, including California Endangered Species Act (CESA), Fully Protected Species (FPS), and non-listed species take authorizations and work in the aquatic environment via CDFW's Restoration Management Permit or other CDFW authorizations. Incumbent assists in the development of CESA consistency determinations for single-project and programmatic Incidental Take Statements/Biological Opinions. Participates in the California Environmental Quality Act (CEQA) environmental review process and develops draft Statutory Exemptions for Restoration Projects (SERP) concurrences. Incumbent reviews project specific and programmatic CEQA documents, prepares CEQA Notices of Determination and Exemption, and develops other documents related to CEQA. Coordinates with proponents of restoration projects utilizing the State Water Board's general orders for small and large restoration projects and prepares Habitat Restoration and Enhancement Act (HREA) approval documents. Coordinates with federal agencies to utilize Programmatic Biological Opinions for federal-listed species take associated with restoration projects.</p>
20%	<p><b>Coordination and Communication with the Restoration Community:</b> Incumbent participates in meetings with representatives from the Department, other agencies, and project proponents to maintain coordination on restoration projects. Provides early guidance to project proponents developing future restoration projects. Assist with development of restoration designs and scientific monitoring methods for permit compliance and project effectiveness. May participate in the development of peer-reviewed scientific publications and other outreach efforts such as popular media articles. Provides input into strategic priorities as directed by supervisor.</p>
15%	<p><b>Cutting Green Tape Program Implementation:</b> Incumbent supports the administration of CDFW's CGT program, including coordination with statewide CGT team, led by the CGT Environmental Program Manager, in the implementation of efficiency improvements to permitting and environmental review. Participates in regional and Department wide working groups, and with external interested parties, to assess and develop tools, processes, and policies to advance efficiencies and streamline restoration grant programs.</p>

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<p>15%</p>	<p>Participate in regional and Department wide committees in the assessment and development of environmental permitting options and process improvements for restoration projects. Assists with development of programmatic permitting options, improved permitting timelines, and development of a statewide permitting strike team approach to encourage early Department engagement in restoration permitting and to track the progress of projects through CDFW's permitting process. Presents CGT information at public outreach events online or in person. May assist with remote or field-based effectiveness monitoring to evaluate project success.</p> <p><b>Grant Management:</b> Incumbent serves as grant manager for select restoration grants. Provides technical oversight of CDFW grants, coordinating with CDFW's Watershed Restoration Grants Branch and works with grantees in the development of newly awarded grants, finalizing grant agreements, reviewing deliverables, and approving invoices for payment.</p> <p>Provides scientific support by participating in grant application evaluations, technical review teams and technical reviews of restoration project designs; ensures that recommendations for performance measures and monitoring protocols are scientifically sound; and assists in the development of recommended additional protocols as needed. Reviews grant proposal permitting strategies and make recommendations to improve environmental review and permitting efficiency at the earliest stage. Assists in the development of reports and materials to support grant programs and highlight metrics of grant funded projects.</p> <p>Incumbent assists in evaluating proposals; negotiating, developing, and managing grant agreements and/or contracts, and maintaining communication and collaboration with grant recipients.</p>
<p>10%</p>	<p><b>NON-ESSENTIAL FUNCTIONS:</b> Perform administrative tasks, including tracking of hours worked. Participate in career development and training, including annual discussions regarding performance appraisals and individual development plans with the supervisor. Actively participate in strategic and annual work planning.</p> <p><b>Special Personal Characteristics:</b> Good analytical, interpersonal, public presentation, communication, and writing skills; adept use of interest-based negotiation; and routine use of computer programs including text processing, spreadsheets, databases, and on-line sourcing of information.</p> <p><b>Interpersonal Skills:</b> Well-developed writing and verbal communication skills. Ability to function well in a team setting working toward a common goal. A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; is able to adapt to changing situations; and demonstrates empathy and understanding of the interests of interested parties.</p> <p><b>WORKING CONDITIONS:</b> The incumbent will report to the CDFW Fresno, Monterey, San Luis Obispo or Sacramento office in Fresno, Monterey, San Luis Obispo, or Sacramento County. The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and workgroups in person with state and federal agency staff and interested parties or via conference call or video conference. The position may require occasional travel throughout the State including early mornings, late nights, hiking over uneven and possibly steep or wet terrain, and work in inclement weather. A valid California Driver's License is required to drive to meetings and field sites and operate a State vehicle. This position requires a uniform for field work.</p>

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<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</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. 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>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>