

DUTY STATEMENT

E-R6 WR SB 25-009

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) 565-604-0765-905
UNIT NAME AND LOCATION Habitat Conservation - Ontario	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 a Senior Environmental Scientist (Supervisory) and as part of CDFW's Inland Deserts Region Habitat Conservation Program, the incumbent identifies issues, develops solutions, and coordinates with CDFW and California Department of Transportation (CalTrans) staff on compliance with California Endangered Species Act (CESA) and Fish and Game Code section 1600. Primary duties include tracking and reviewing Caltrans' mitigation compliance for CESA and Lake or Streambed Alteration (LSA) obligations, including facilitating approval of Habitat Mitigation Land Acquisition (HMLA) packages and mitigation banking receipts. The position requires broad ecological and regulatory knowledge, involves sensitive stakeholder interactions, and serves as the region's lead on statewide Caltrans-related mitigation and environmental compliance efforts.

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>Caltrans CESA Mitigation Implementation Oversee CESA mitigation implementation and Incidental Take Permit/Consistency Determination compliance as prioritized by Habitat Conservation Program Branch and Region. Review and assess Caltrans mitigation land proposals, management plans, funding proposals, and review reports and plans including quarterly and annual reports and mitigation monitoring and reporting programs. Review and approve of mitigation bank credit purchases. Driving a state vehicle including 4WD in order to transport staff and equipment and carrying a 40lb. backpack, hiking long distances in rugged terrain to reach remote field sites and to attend training throughout 5 counties in Region 6 is required. Review mitigation sites for biological values, conduct visual inspections of mitigation sites, complete due diligence process to approve entities to hold HMLA lands, ensure HMLA package completeness and facilitate review and approval with regional staff and Habitat Conservation Program Branch staff. Coordinate with Caltrans, Regional staff, Headquarters staff including Land Agents, Habitat Conservation Program Branch staff, Office of General Counsel and other state and federal agencies. Duties include conducting site visits, meeting attendance, providing detailed technical analysis of project documents and data, reporting, correspondence, presentation preparation, and administrative record preparation and maintenance.</p>
35%	<p>Caltrans LSA Mitigation Implementation: Oversee LSA mitigation implementation and LSA compliance as prioritized by Habitat Conservation Program Branch and Region. Review and assess Caltrans mitigation land proposals, management plans, funding proposals, and review reports and plans including quarterly and annual reports and mitigation monitoring and reporting programs. Review and approve of mitigation bank credit purchases. Review mitigation sites for biological</p>

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20%	<p>values, conduct visual inspections of mitigation sites, complete due diligence process to approve entities to hold HMLA lands, ensure HMLA package completeness and facilitate review and approval with regional staff and Habitat Conservation Program Branch staff. Coordinate with Caltrans, Regional staff, Headquarters staff including Land Agents, Habitat Conservation Program Branch staff, Office of General Counsel and other state and federal agencies. Duties include conducting site visits, meeting attendance, providing detailed technical analysis of project documents and data, reporting, correspondence, presentation preparation, and administrative record preparation and maintenance.</p> <p>Mitigation Compliance: Track and monitor Caltrans mitigation compliance for CESA, LSA, CEQA, and other requirements. Enter status information into geographic information systems or other tracking systems regarding conservation easements, permits, management plans, funding, plans, reports, and species and habitat information. Review and verify mitigation land compliance for past and new authorizations. Prepare summary status reports and draft compliance correspondence. Provide general guidance and direction to Caltrans, regarding compliance with State and federal laws, regulations, and policy. May participate and serve as regional lead in mitigation related work groups and scientific advisory groups. Responsible for related reviews and preparation of related work products as appropriate for statewide and regional mitigation processes. Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities by attending internal and external training and reviewing scientific publications, journals, and communicating with scientists. Present relevant information at professional meetings and conferences. Participate in public education opportunities as time permits.</p>
5%	<p>Lake and Streambed Alteration Program and Endangered Species Permitting and Consultation: Provide guidance on the need for LSA notification for projects; evaluate LSA notifications and CESA permit applications for completeness; conduct site visits; assess project impacts; develop measures to protect fish and wildlife resources; prepare LSA agreements and amendments; process CESA Consistency Determinations and Incidental Take Permits/amendments ensure CEQA compliance for agreement issuance; and monitor compliance.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Professional Development, Training, and Administrative Tasks: Obtain job-related training through CDFW or outside organizations. Attend training as needed to enhance performance in the position and program knowledge. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Prepare expense claims, time reports, weekly workload reports, progress reports, and annual work plan and other administrative duties as required and within the period and manner requested. Assist other program staff as required. Develop and maintain well-organized filing system for all items and areas of responsibility. Use Microsoft Office software to prepare clear, complete, and technically accurate reports; collect environmental data; review, check, and interpret scientific data and reports.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard and Microsoft office software up to eight hours a day. Travel and fieldwork are required. Field work includes driving a 4-wheel drive vehicle or hiking long distances in rugged terrain. Attendance at site visits, meetings, and internal/external trainings in all five counties in the Region, Sacramento or throughout the State require occasional overnight travel up to 5% to reach some meeting, project, or site locations. Willingness to work long hours, sometimes including early mornings, late nights and weekends. The Position requires the incumbent to wear a uniform identifying the employee as CDFW staff when completing fieldwork. This position is eligible for a hybrid telework schedule depending on operational needs. This position will be located at the Ontario Region 6 Office.</p>

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

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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