

**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 Wildlife and Fisheries Division – Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-XXX
UNIT NAME AND LOCATION Wildlife Branch – Lands Program – West Sacramento	CLASS TITLE Senior Environmental Scientist - Specialist
INCUMBENT TBD	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-032

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>	
<p>Under the general direction of the Senior Environmental Scientist (Supervisor), Lands Program, the Senior Environmental Scientist (Specialist) is responsible for the implementation and coordination of the Central Valley Project Improvement Act (CVPIA) 3406(d) Refuge Water Supply Program, which provides federal Central Valley Project and non-Project water to State, Federal, and private managed wetlands in the Central Valley. This position manages two California Department of Fish and Wildlife (CDFW)/United States Bureau of Reclamation (Reclamation) refuge water supply contracts which supply water to Gray Lodge, North Grasslands, Volta, Los Banos, and Mendota Wildlife Areas; coordinates internally with regional CDFW staff, supervisors, and managers on a State-wide basis, and externally with Reclamation, United States Fish and Wildlife Service (FWS), Grassland Water District (District), Central Valley Joint Venture (Joint Venture), and Non-Governmental Organizations (NGO's). In addition to CVPIA water, the incumbent is also responsible for helping ensure other CDFW major wetland wildlife areas have adequate water resources to maintain them as intended at the time of acquisition, developing water use guidance to ensure intended wildlife benefits are being achieved, maintaining knowledge of policy and technical issues pertaining to water including the Sustainable Groundwater Management Act (SGMA), water rights laws, regulations, policies, and water use impacts to fish and wildlife, and helping educate wildlife area staff of these laws and policies.</p>	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)
30%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><u>Statewide Coordination of CVPIA Refuge Water Supply Program:</u> Lead CDFW's efforts to coordinate the Central Valley Project Improvement Act 3406(d) Refuge Water Supply Program which provides federal Central Valley Project and non-Project water to 19 State, federal, and private managed wetlands in the Central Valley. Tasks associated with the implementation of this program include coordinating internally with regional CDFW staff, supervisors, and managers on a State-wide basis, and externally with Reclamation, FWS, the District, the Joint Venture, and NGO's to ensure CVPIA requirements are being met, serving as CDFW's representative in Reclamation/FWS/CDFW/District refuge water coordination meetings; representing CDFW on the Interagency Refuge Water Management Team; representing CDFW in coordination meetings for ongoing conveyance construction projects and the negotiation of individual water conveyance contracts with water districts/purveyors; reviewing and commenting on environmental documents necessary to convey water and to construct conveyance facilities; leading CDFW regional staff to coordinate the development of annual water use schedules for Level 2 and Incremental Level 4 water delivery; coordinating with Reclamation, CDFW regional land managers, FWS, and the District to manage Level 2 and Incremental Level 4 accounting on a monthly basis; coordinating the reporting of monthly use of Level 2 and Incremental Level 4 water to Reclamation; leading the development of CDFW reimbursement agreements with Reclamation with assistance from Regional CDFW staff; reconciling program expenditures for Incremental Level 4 water acquisition, conveyance (wheeling), and conveyance construction through review and negotiation of Task Orders to facilitate the State's 25%</p>

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	<p>cost share; preparing Budget Change Proposals to fund the program and ensure other water related costs on Department lands have adequate funding; and participate in Reclamation's South of Delta Water Supply Stakeholder Technical Team.</p>
<p>20%</p>	<p><u>Water Delivery Contract Manager:</u> Lead the management of two CDFW/Reclamation Refuge Water Supply contracts, which supply water to Gray Lodge, North Grasslands (Salt Slough and China Island Units), Volta, Los Banos, and Mendota Wildlife Areas. Tasks associated with the management of these agreements include leading the coordination of water delivery and scheduling; coordinating water quality assessments, coordination of water rescheduling for these contracts, and leading the preparation of wetland habitat water management plans for CDFW properties receiving CVPIA water.</p>
<p>15%</p>	<p><u>Quantification of Ecological Benefits created by Water Delivered to Wildlife Area's and Development of Water Use Guidance:</u> Lead efforts to ensure water delivered to CDFW wildlife areas is resulting in the desired ecological benefits by working with the Wetland Conservation Program's (WCP) Habitat Coordinator and Research and Education Coordinator, and the Wildlife Area Coordinator to quantify the wildlife benefits of water delivered to wildlife areas driving state vehicles usually located in remote areas not accessible by other means of transportation. This requires Statewide travel (both driving and air travel) and includes leading efforts to collect and organize water use data (including costs of conveying water within wildlife areas), along with achieved habitat data to identify shortfalls as related to stated habitat objectives. This position is also responsible for developing water use guidance for wildlife area managers to ensure the Department is maximizing the benefits of the water that it's receiving, and that it's being used in a cost-effective manner.</p>
<p>10%</p>	<p><u>Water Rights Coordination:</u> Coordinate internally with CDFW regional staff and the Waterboard to administer water right data pertaining to CDFW managed lands, ensure Wildlife Area and Ecological Reserve managers and other appropriate staff have an adequate understanding of the water rights pertaining to the properties that they manage. Tasks include ensuring CDFW regional staff are aware of reporting procedures for these water rights with the Waterboard, are reporting use of these water rights on time, and paying water right invoices on time through annual coordination meetings.</p>
<p>10%</p>	<p><u>Sustainable Groundwater Management Act (SGMA) Coordination:</u> Coordinate internally with regional and headquarter staff as well as conservation partners to ensure Department-managed lands are represented in conversations pertaining to the implementation of SGMA to minimize potential negative impacts to wetlands. This includes attending SGMA hearings to support Regional and staff</p>
<p>5%</p>	<p><u>Administration:</u> Prepare and submit monthly activity reports and expense claims; develop annual work plans in conjunction with the Senior Environmental Scientist (Supervisor); prepare concept papers, budget change proposals and bill analyses; Federal (Wildlife Restoration Act) Grant Program administration; and coordinate with other units in the Wildlife Branch, other Branches, Programs and Regions as appropriate.</p>
<p>5%</p>	<p><u>Training:</u> Participate in training in support of Scientific Community Development Training Plans including Central Valley Project operation, wetland management, waterfowl biology, water acquisition and distribution, and water rights.</p>
<p>5%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b> Maintain professional knowledge in subject areas through training, seminars, workshops and professional societies. Generation of monthly time sheets, responding to general public and/or technical staff questions, and assisting with Wildlife Branch program priorities.</p>
	<p><b><u>WORKING CONDITIONS:</u></b> Ability to direct and conduct biological resource work in the field; travel throughout the state; and work at odd hours. Ability to develop and make effective oral presentations before the public. Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which may involve walking or standing for brief periods to access files, references and other program</p>

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	materials. In addition to working with Sacramento-based staff, interact with regional staff and members of the public via e-mail, telephone and onsite. Ability to attend site visits, meetings, and internal/external trainings in West Sacramento and throughout the State. Position will require occasional overnight travel (up to 10%) to reach some meeting, project, or site locations. Possession of driver's license required. Ability to drive for up to 8 hours. Ability to work outdoors in variable weather conditions and walk over uneven outdoor terrain carrying a 30 lb. backpack for up to 6 hours. A Department uniform, including appropriate footwear, is required when conducting state business while in the field.	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b> Brian Olson, Senior Environmental Scientist (Supervisor)	<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>