

DUTY STATEMENT

E-R6 ESNM 25-002

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 (Region 6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-603-0765-010
UNIT NAME AND LOCATION Habitat Conservation Program	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 direction of a Senior Environmental Scientist (Supervisory) and within the Inland Deserts Region's Habitat Conservation Program for the California Department of Fish and Wildlife (CDFW), the incumbent is responsible for serving in a lead role as part of a team to develop scientific and policy guidance, implement guidelines, identify, and implement projects in priority focus areas, and coordinate and train regional staff for wildlife connectivity within the Habitat Conservation Program. The incumbent is responsible for having an in-depth knowledge of policies and procedures designed to protect California's biological diversity through conservation planning in partnership with other state, local and federal agencies, private landowners, and other stakeholders to coordinate the implementation of advanced mitigation credits, specifically within the Conservation and Mitigation Banking (CMB) Program and Mitigation Credit Agreements (MCA) within the Regional Conservation Investment Strategy Program (RCIS). The incumbent is expected to work in an independent capacity both within and outside CDFW, and within programs that may have highly significant consequences for CDFW and the public resources it holds in trust. Public contacts made in the course of this work are sensitive and involve a wide variety of special interest groups.	

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.)
30%	ESSENTIAL FUNCTIONS: Lead review of Regional Wildlife Connectivity Mitigation Credits. Review of MCA, conservation and mitigation banks, and other existing regional conservation plans that include wildlife connectivity mitigation credits. Knowledge of the MCA and CMB process, review, and implementation of MCA and CMB. Lead review of approval and on-going implementation, monitoring and compliance.
20%	CMB Program and MCA Guidelines, liaison, and implementation: Provide consultative services to the Landscape Conservation Planning Team to design guidelines and procedures for CMB and MCA regarding wildlife connectivity in relation to Senate Bill 790. Meet regularly with the CMB and MCA teams to engage and learn about the programs, provide updates on guideline developments, exchange information of value, and work together to develop guidelines. Develop processes and procedures to ensure consistent program implementation across the state.
20%	Communication. Communicate internally and externally, including the Department of Transportation, Regional connectivity staff, and stakeholders regarding guideline development and implementation. Assist in training with the public, other agencies and stakeholders regarding the process, guidelines, implementation, development, on-going monitoring, and compliance. Coordinate with the agencies involved in banking to develop and use joint templates and approaches when reviewing and approving wildlife connectivity banks.

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10%	Coordination. Coordinate internally and externally with other biologists to gather specific information about species, habitats, and conservation strategies related to wildlife connectivity. Analyze and interpret the information to develop the guidelines for program implementation.
10%	Habitat Conservation Implementation. Implement Habitat Conservation regulatory programs, including review and approval within the Lake and Streambed Alteration (LSA) Program, the California Endangered Species Act (CESA) and the California Environmental Quality Act (CEQA) where projects are associated with wildlife connectivity mitigation credits. Identify and coordinate regional and statewide connectivity priorities. Prepare and review documents and provide input. Foster partnerships with federal, State, and regional wildlife agencies and stakeholder groups. Drive a state vehicle, including four-wheel drive to attend trainings or meetings and transport staff and equipment, including carrying a 40lb backpack up to 6 hours to reach remote field sites to attend bank sites or MCA sites.
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Professional Development and Training - Develop work plans in conjunction with supervisor; maintain professional qualifications; complete mandatory training. and attend seminars as appropriate to contribute to the achievement of region 6 goals and objectives. Other duties as assigned. WORKING CONDITIONS: Use a computer keyboard for several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attend meetings and hearings; conduct presentations, and work with staff statewide to complete work assignments. Occasional travel may be required (up to 10%). Possession of a valid CA Driver's license to operate state vehicles. As a condition of employment, the incumbent is required to wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for various work situations, including field surveys and public interaction. This position offers the possibility of an office-centered telework agreement based on the Department's current Telework Policy.

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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