

DUTY STATEMENT**E-R6 WR SB 25-012**

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 (R6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-603-0765-014
UNIT NAME AND LOCATION Habitat Conservation North, Eastern Sierra Unit, (Bishop or Ontario)	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Vacant	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 incumbent independently performs environmental review, permitting, and grant management as a member of the California Department of Fish and Wildlife (CDFW) Cutting the Green Tape (CGT) program in the Inland Deserts (Region 6). The incumbent provides technical review and comments for restoration project design, environmental compliance, and regulatory coordination; leads outreach and interagency coordination; and supports implementation of statewide Cutting the Green Tape initiatives.

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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Restoration Permitting and Environmental Review: Prepare 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. Develops draft CESA consistency determinations by reviewing biological analyses, assessing species impacts, coordinating with internal species experts, and preparing recommended determination language for supervisor approval. for single-project and programmatic Incidental Take Statements/Biological Opinions. Conducts CEQA environmental review by analyzing project descriptions, reviewing draft CEQA documents, preparing draft Statutory Exemptions for Restoration Projects (SERP) concurrences, Notices of Determination, and Notices of Exemption; coordinates with project proponents and lead agencies; and conducts site visits, often in remote locations, to verify project conditions, justify permitting pathways, and evaluate environmental impacts. 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.
20%	Coordination and Communication with the Restoration Community: Leads and contributes to interagency and project-specific meetings, held virtually and in-person, by presenting regulatory requirements, discussing permitting strategies, documenting decisions, providing technical review feedback, and coordinating follow-up actions with CDFW staff, partner agencies, and project proponents. Provides early guidance to project proponents by reviewing

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	conceptual designs, identifying applicable permitting pathways, advising on species and habitat constraints, recommending monitoring strategies, and preparing written feedback to ensure proposed projects align with regulatory requirements. Support development of restoration designs by reviewing engineered plans, recommending habitat-specific design elements, assessing feasibility based on site conditions, conferring with hydrologists and engineers, and incorporating monitoring and performance metric requirements. Contributes to peer-reviewed scientific publications by compiling field and monitoring data, conducting literature reviews, and coordinating author review with technical staff and supervisors.
15%	Cutting Green Tape Program Implementation: Implements CDFW's Cutting the Green Tape (CGT) program elements by tracking regional restoration projects, evaluating opportunities for regulatory efficiency, preparing recommendations for streamlined processes, maintaining coordination with the statewide CGT team, and developing materials that promote consistent application of CGT tools. 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. Participate in regional and Department wide working groups by providing subject-matter expertise, preparing briefing materials, contributing to development of programmatic permits and process improvements, documenting discussions, and implementing assigned action items. 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. assist with remote or field-based effectiveness monitoring to evaluate project success.
15%	Grant Management: Serve 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. 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 makes 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. Incumbent assists in evaluating proposals; negotiating, developing, and managing grant agreements and/or contracts, and maintaining communication and collaboration with grant recipients.
10%	NON-ESSENTIAL FUNCTIONS: Participate in career development and training. Actively participate in strategic and annual work planning. WORKING CONDITIONS: The incumbent will report to either the Ontario Office in San Bernardino County or the Bishop Office in Inyo County. The position requires several hours of daily computer use and office tasks involving sitting, standing, and walking to other locations. Duties include attending meetings and workgroups in person with State and Federal agency staff and interested parties, or via conference call or video conference. The position requires travel up to 20% throughout the State, including early mornings, late evenings, hiking over uneven, steep, or wet terrain, and working in inclement weather. Fieldwork involves exposure to ticks, poison oak, rattlesnakes, and other environmental conditions typical of remote or undeveloped areas. Safety training and protective equipment will be provided. The position involves driving State vehicles to meetings and field sites, often in remote locations. This position offers the possibility of an office-centered telework agreement based on the Department's current Telework Policy.

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