

**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	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern Region	565-131-0762-052
UNIT NAME AND LOCATION	CLASS TITLE
Habitat Conservation Program, Eureka	Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
Vacant	

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
 Under the general supervision of the Senior Environmental Scientist (Supervisory), be part of the California Department of Fish and Wildlife (CDFW) Cannabis and Coastal Habitat Conservation Planning Programs, within Humboldt, Del Norte and Trinity Counties in the Northern Region (Region 1 Coastal). Responsibilities include regulatory permitting and compliance: implementation of CDFW's Lake and Streambed Alteration (LSA) program, and conduct environmental review pursuant to the California Environmental Quality Act (CEQA) and associated compliance work; coordinating with local and State CEQA lead agencies to support CEQA compliance; coordinating with staff at the State Water Board with a focus on water rights related to cannabis cultivation and licensing projects; and providing support for cleanup, remediation, and restoration of cannabis-related environmental impacts. Specified duties require knowledge of California fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and CDFW administrative procedures and policies. Public contacts made in the course of this work are highly sensitive and involve a wide variety of collaborators. Errors in effective and accurate interaction with the public and others may have significant consequences for the public, the Department, and trust resources. Specific duties and responsibilities related to this position are as follows:

<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>
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Regulatory Compliance:</b> Conduct compliance monitoring for cannabis related approvals, including written verifications, and draft reports or other correspondence documenting the project status. Assist with organization of water rights files and prioritize review. Respond to inquiries related to water rights and permitting issues from landowners, project proponents, interested parties, and the general public. Coordinate with staff at the State Water Board on cannabis cultivation and licensing projects.</p>
30%	<p><b>Regulatory Permitting:</b> Review cannabis cultivation related LSA Notifications, amendment or extension requests for completeness, and General Agreement notifications for eligibility; coordinate with other staff to prioritize timely processing of notifications; schedule and conduct site visits; prepare draft LSA Agreements, amendments, extensions or written verification documentation related to new or ongoing projects. Coordinate draft reviews and final LSA Agreements with senior and administrative staff. Utilize CDFW data management systems and applications to track and manage regulatory and compliance data and ensure data integrity. Coordinate with state and local agencies and internal staff on permit conditions, policies, and cooperative agreements.</p>
10%	<p><b>Environmental Cleanup and Remediation:</b> Work in collaboration with Cannabis Enforcement Program (CEP), CDFW's Cannabis Restoration Grant Program (CRGP), and/or other agency staff to remediate cannabis cultivation impacts. Review proposals and provide written comments to CRGP and may participate in project advisory teams. Work may include visits to potential remediation sites, reviewing proposed actions, and assessing overall project benefits to sensitive natural resources.</p>

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5%	<p>Participate in site inspections led by CRGP during and after project implementation and provide feedback on potential strategies to refine future project implementation and site management. The site inspections will require driving and operating a state vehicle.</p>
5%	<p><b>CEQA Review and Compliance:</b> Review CEQA documents for cannabis cultivation and related restoration and remediation projects, including Initial Studies, Negative Declarations, and Environmental Impact Reports, and support early consultation for CEQA projects; provide draft comments and recommendations to lead and responsible agencies; and ensure CEQA compliance for applicable trustee, responsible and lead agency roles. Prepare Notices of Exemption and Notices of Determination. Participate with other agencies and private parties in assisting with the development and implementation of avoidance, minimization and mitigation measures for fish and wildlife. Review No-Effect Determination requests and draft determinations. Prepare and present project briefings for management and executive staff.</p>
5%	<p><b>Communication and Coordination.</b> Coordinate with CDFW Headquarters, including Habitat Conservation Planning Branch and the Office of Cannabis, and with other public agencies, interested parties and the general public to address issues, questions, or concerns regarding CDFW's role in the Cannabis Program, LSA Agreements and written verifications, CESA permitting and CEQA projects. Participate in outreach efforts to support CDFW's role in the cannabis regulatory framework. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local coordinated resource management groups, and other organizations. Attending outreach events and coordination meetings may require travel, driving, and/or operating a state vehicle.</p>
	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p>
5%	<p>Perform administrative tasks, including tracking of own time worked and reimbursable expenses, maintenance of assigned State vehicles, and preparation and discussion of significant activities with supervisor. Implement Individual Development Plan objectives (optional); maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature. Arrange for equipment maintenance and purchases. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements.</p>
	<p><b>WORKING CONDITIONS:</b>                      Must be able to work unusual and/or long hours; occasionally attend evening public meetings; frequent driving, occasional travel; spend multiple, sometimes consecutive days in the field, walking/hiking long distances to assess habitat conditions in adverse weather or terrain where vehicle access is limited. Use of a state-owned vehicle for travel is required between remote facilities and field sites where public transportation is not readily available. Must be able to operate a 4-wheel drive and all-terrain vehicle off highway and over rough terrain. The position may require the incumbent to wear a uniform consistent with CDFW's Operations Manual (Section 12901).</p>
	<p>Indoor work will be performed from a workstation equipped with standard office equipment. Indoor activities may include training, presentations, and computer and electronic communication. This position requires the ability to operate a computer terminal, calculator, photocopier, and telephone; participate in, give presentations at, and interact with others at meetings; grasp papers, small objects and manuals; and maneuver above shoulder level and below waist level to access upper and lower files and cabinets.</p> <p>Telework is up to the discretion and approval of the supervisor and will be consistent with current telework policies.</p>
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>	

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<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>