

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.

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations Program – Stockton, CA	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 563-323-0765-010

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of an Environmental Program Manager I (Supervisory), this position is responsible for ensuring data quality, data consistency and compatibility across surveys, data management, and timely delivery of data and data products to partner agencies and the public. This position partners closely with IEP Operations Environmental Scientists across all units and surveys and serves as liaison to the IEP Synthesis team to support and/or participate in their work conducting detailed analysis, synthesis, and modeling. This position is responsible for delivering critically needed information for management of the State and Federal Water Projects and informing planning and management of the San Francisco Bay Delta Estuary.

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>DATA PREPARATION, MANAGEMENT, AND COORDINATION: In support of the California Department of Fish and Wildlife's (CDFW's) IEP long-term surveys, manage IEP Operations Program's data and relational databases to ensure consistency and compatibility of data and metadata across surveys. Use and maintain data dictionaries and write queries to extract data for analyses and deliverables using Structured Query Language (SQL), R, Python, or similar languages sufficient to manage existing and create new database structures and formats. Support the transfer of electronic data from field devices and assist program Environmental Scientists (ES) and others in quality assurance/quality control (QA/QC) processes and documentation. Prepare data and metadata for publication on IEP's website and the Environmental Data Initiative. Lead the development and implementation of an IEP Operations program-wide Data Management Plan, incorporating standard procedures and templates for tracking and managing the timely completion and appropriate dissemination of deliverables. Follow appropriate aspects of data science (e.g., data generation, management, quality control, storage, visualization, archiving, and sharing) as consistent with State of California programs.</p>
20%	<p>DATA DELIVERY, ANALYSIS, PUBLICATION AND PRESENTATION: Ensure that data products and other requested contract deliverables are completed, QA/QC'd, posted on IEP's website and the Environmental Data Initiative, and are delivered using other means (File Transfer Protocol [FTP] site, direct emails) as directed for each data product on or ahead of established deadlines. Work with CDFW IEP Environmental Program Manager I (Supervisory) staff to identify new manager information needs and work with IEP Synthesis and Operations staff to develop appropriate statistical and technical analyses and models, written reports, decision support tools, and visualizations to address those needs or to articulate the necessary additional monitoring data needed to address information needs of funding agencies. Use software platforms, including implementing coding in</p>

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	<p>SQL, R, Python, machine learning and deep learning tools as needed to perform appropriate analyses. Participate in and support IEP's survey reviews. Prepare publications for peer-reviewed journals, and contribute to IEP technical reports, web pages, and Management Analysis Synthesis Team efforts. Give presentations at IEP Workshops, Project Work Team meetings or other conferences or panels convened for the purpose of sharing information with the broader scientific community to help inform policy makers, high-level managers, the State Water Resources Control Board, or review committees such as the National Academy of Sciences and the National Research Council.</p>	
20%	<p>LEADERSHIP AND COORDINATION: Fulfill internal and external data requests on Departmental studies and provide data users with guidance on data use and access. Maintain strong collaborative relationships with Departmental ES survey leads and researchers to improve and standardize data and metadata development and consistency across surveys and to advise on data use limitations. Participate in or serve as the lead on Project Work Teams or other technical teams. Mentor or train staff in data management, QA/QC, analysis, and effective communication of data findings through written descriptions and visual tools such as tables, maps, graphs, and other figures.</p>	
15%	<p>MONITORING SUPPORT: Provide backup for monitoring crews on IEP studies when necessary and train junior monitoring staff on monitoring procedures.</p>	
10%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Perform administrative tasks, including tracking of time worked. Attend career development and training programs and seminars as appropriate to contribute to the achievement of Region 3's goals and objectives.</p> <p>WORKING CONDITIONS:</p> <p>Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Attend meetings and work with staff statewide to complete work assignments. Optionally, the incumbent may visit field studies with rough terrain and wet, slippery marine environments with extremes of heat and cold, though field studies are not a required job duty.</p>	
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