

DUTY STATEMENT

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 Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-131-0764-017
UNIT NAME AND LOCATION Coastal Habitat Conservation Program, Eureka	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Environmental Program Manager I (Supervisory) (EPM), the Senior Environmental Scientist (Supervisory) supervises staff in the Cannabis Enforcement Program (CEP) responsible for the following scope of activities in Del Norte, Humboldt, Mendocino, and western Trinity counties within the Northern Region (NR). Participates in complex multiagency taskforce operations, working closely with CDFW's Law Enforcement Division (LED), Department of Cannabis Control (DCC), and the Regional Water Quality Control Board (RWQCB), supervises a team to conduct environmental assessments for illegal cannabis cultivation site remediation. Conducts the first management level review for CDFW issued discretionary approvals related to Lake and Streambed Alteration Agreements (LSAA), California Environmental Quality Act (CEQA), and the California Endangered Species Act (CESA), including reports and correspondence for regulatory and enforcement actions. Performance of specified activities will require knowledge of environmental impacts, CDFW administrative procedures and policies, applicable permitting and environmental laws, and ecological principles. Public contacts made in the course of this work are highly sensitive and involve a wide variety of interested parties. Errors in applying or presenting the best available technical information may have significant consequences for the public, CDFW, and public trust resources. Specific duties and responsibilities include, but are not limited to:

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> Environmental Assessment and Enforcement Activities Plan, organize and direct the activities of a scientific enforcement support team conducting environmental assessments on cannabis cultivation sites; developing priority areas to address environmental impacts related to cannabis cultivation; collecting information to identify and address environmental impacts, including enforcement of Fish and Game Code; preparing reports and correspondence for regulatory and enforcement actions; preparing LSAAs, CESA permits and CEQA compliance documents for cannabis cultivation projects; preparing evidence summaries and reports for Administrative Civil Penalty cases; developing and conducting research related to cannabis cultivation impacts on natural resources. Travel routinely, including driving and operating a vehicle for official state business.
35%	Assign, organize and track workload to the appropriate direct reports; guide staff participating in field reviews to assure that issues relating to laws, policies, permits, and agreements are properly addressed and that biological methods and conclusions reflect sound scientific principles consistent with Cannabis Program and Northern Region policies and procedures; and review and edit enforcement, regulatory and permitting documents, correspondence, and other work products prepared by direct reports. Ensure data integrity through timely data entry, processing and updating

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15%	consistent with program policies and procedures. Responsible for staff development, performance evaluation, program budgeting, and work force planning. Coordinate with other CEP teams, Office of Cannabis, regional and branch staff in Fisheries, Water, Wildlife and Lands, and Habitat Conservation Planning Branch to effectively develop and implement program activities. Coordinate with other State and local agencies on cannabis enforcement and remediation efforts, including the North Coast Regional Water Quality Control Board, State Water Quality Control Board, Department of Pesticide Regulation, the Department of Cannabis Control and Del Norte, Humboldt, Mendocino, and Trinity counties. Assure consistency with other CEP teams in the process and products developed.	
5%	Coordinate, supervise or assist with public outreach activities, working in close coordination with CDFW Office of Communication, Education and Outreach and the Office of Cannabis. Conduct outreach activities with cannabis cultivators and associated groups about environmentally safe practices, and CDFW laws and regulations. Lead or assist in internal training and new staff onboarding. Review water and cannabis cultivation related legislation, regulations, policies and procedures and provide comments to Office of Cannabis as requested. May include attending virtual or in person outreach opportunities, which may require driving and operating a vehicle for official State business.	
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature; 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; and perform other administrative duties such as the maintenance of assigned State vehicle, monthly preparation and discussion of significant activities with supervisor, time expenditures reports, and expense claims. Make arrangements for equipment maintenance and purchases; attend in-service training. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements. <u>WORKING CONDITIONS:</u> The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and workgroups in person with state and federal agency staff and interested parties or via conference call or video conference. The position may require occasional travel throughout the State, up to 20% of workdays, including early mornings, late nights, hiking over uneven and possibly steep or wet terrain, and work in inclement weather. Use of a State-owned vehicle for travel is required to drive to meetings and field sites. The position also requires the ability to operate a 4-wheel-drive vehicle on rough or off-highway terrain and, at times, use an all-terrain vehicle. Some field assignments may require overnight camping. This position requires a uniform for field work.	
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

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