

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
DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-531-0764-905
UNIT NAME AND LOCATION Habitat Conservation Planning Program, Seal Beach, Santa Barbara or San Diego	CLASS TITLE Senior Environmental Scientist (Supervisory) (Limited Term)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Environmental Program Manager I, and in accordance with Southern California Edison's (SCE) contract #R2450001 with the California Department of Fish and Wildlife (CDFW), the Limited-Term Senior Environmental Scientist (Supervisor) supervises, plans, and directs the activities of professional staff in the Habitat Conservation Planning Program (HabCon). This is a working supervisor position responsible for overseeing and as needed, conducting environmental review, permitting, and conservation planning functions, including compliance with the California Endangered Species Act (CESA), the California Environmental Quality Act (CEQA), and Lake and Streambed Alteration (LSA) activities for SCE projects.	

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.)
20%	<u>ESSENTIAL FUNCTIONS:</u> Supervisory: Directly supervises staff in the Region's Habitat Conservation (HabCon) Program, including planning, organizing, and directing their work. Leads staff in developing annual goals, objectives, and work plans, while providing leadership, motivation, and constructive feedback. Oversees time reporting, purchasing, training, and ensures the timely completion of work products in alignment with program goals, statutes, regulations, CDFW policies, and standard operating procedures. Ensures the maintenance of accurate project files, tracking systems, and correspondence. Makes operational decisions related to budget, personnel, and administrative matters, including collective bargaining issues. Has the authority to manage staffing decisions, such as recruitment, hiring, promotions, and discipline. Directs staff, addresses grievances, and recommends appropriate actions. Prepares personnel actions, manages the hiring process, completes probationary reports, and develops Individual Development Plans and Performance Appraisal Summaries for direct reports. Attends management meetings and participates in personnel evaluations and decisions.
20%	CEQA Lead: When CDFW serves as the CEQA Lead Agency, initiates, executes, and manages contracts with applicants and oversees document preparation. Develops and reviews CEQA documents for SCE projects, including Notices of Intent (NOI), Notices of Preparation (NOP), and responses to public comments. Coordinates with SCE, project consultants, and other agencies (e.g., US Fish and Wildlife Service, US Army Corps of Engineers) throughout the review process. Attends in person and virtual meetings and public hearings as needed with lead agencies, consultants, the public, and regulatory agencies. Conducts CEQA environmental review for issuing LSA Agreements and CESA Incidental Take Permits (ITPs). Assesses the adequacy of environmental documents for permit issuance. Drafts and reviews Notices of Exemption and Notices of Determination for the Regional Manager's or Environmental Program Manager's signature.
20%	Environmental Review, Permitting, Monitoring, and Compliance: Collaborates with SCE to

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	prioritize workload. Assesses natural resources, evaluates potential impacts, formulates CDFW recommendations and LSA Agreement conditions, and conducts field inspections of proposed project locations. Field inspections require driving state vehicles to remote or rural locations where alternative transportation is not feasible. Prepares CESA ITPs, consistency determinations, and LSA agreements, including maintenance agreements, extensions, and amendments. Reviews CESA applications and LSA Notifications for completeness, ensures fee payment, analyzes documentation, and prepares permitting packages. Oversees monitoring records, prepares reports, collects and analyzes environmental data, and coordinates with enforcement agencies to address non-compliance. Resolves project issues related to CEQA documentation, LSA Agreements, CESA ITPs, and other authorizations. Reviews conservation banks, lands packages, biological resource reports, GIS shapefiles of mitigation lands, and habitat management documents, as applicable. Communicates policy-related issues to the Program Manager. Prepares internal and external correspondence, permits, briefing statements, and recommendations for senior management.
15%	Program Coordination: Coordinates program contracts for personnel services, oversees training, and develops policies. Collaborates with CDFW Regions and Branches to develop statewide approaches, policies, and outreach efforts as a lead, responsible, or trustee agency. Participates in statewide teams for the development and implementation of CDFW policies. Manages recruitment, staff development, performance evaluations, program budgeting, and workforce planning. Coordinates with CDFW Regions and Branches on complex or multiregional projects and policy issues to ensure consistent application of Fish and Game Code and CDFW policies. Communicates with project applicants and the public regarding the Habitat Conservation Planning Branch (HCPB) Program and permitting requirements. Engages in multi-agency working groups to develop conservation strategies benefiting wildlife resources.
15%	Program Implementation: Reviews and approves the issuance of LSA Agreements, CEQA compliance, CESA ITPs, and Consistency Determinations (CD), including amendments. Provides guidance to staff on reviewing environmental documents, mitigation completion, and conservation bank reviews. Offers support during compliance actions. Works proactively in person and virtually with SCE throughout the environmental review, permit negotiations, issuance, project, and mitigation phases to facilitate an efficient permitting process.
5%	Budgets: Manages project budgets for SCE reimbursable and CEQA Lead Agency reimbursable contracts. Supports administrative staff and accounting in reconciling budgets and invoices. Maintains project files, tracking systems, and correspondence related to budget expenditures.
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 managers, time expenditures reports, and expense claims. Arranges for equipment maintenance and purchases; attends in-service training. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements. Interpersonal Skills: Work independently and as part of a team; communicate effectively, politely, and tactfully with agency representatives and the public, while maintaining positive relationships in challenging situations. Demonstrate excellent listening, negotiation, and conflict resolution skills. Foster a collaborative environment, motivating staff and encouraging teamwork and professional development. Build strong, productive relationships with colleagues, supervisors, and managers across government and industry. Resolve conflicts at the lowest level and maintain positive engagement with all stakeholders.

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	Working Conditions: The office will be located in the Seal Beach, Santa Barbara or San Diego office and must be able to travel up to 20% to attend site visits throughout the South Coast Region, including Santa Barbara, Ventura, Los Angeles, and Orange Counties. Travel outside the region up to 5% will also be required. The position involves using a computer keyboard and Microsoft Office software for up to eight hours per day, as well as performing office tasks that require sitting, standing, and walking between locations. The role includes coordinating and participating in meetings and conference calls, attending in-person workgroups with stakeholders, and engaging with local, state, and federal agencies in the South Coast Region, as well as Regions 4 and 6. Field site visits will be necessary, and the incumbent must be able to walk on uneven, hilly terrain. As a condition of employment, the incumbent may be required to wear a uniform in accordance with CDFW's Operations Manual (Section 12901) during field surveys and public interactions, both within and outside the Region as directed by the supervisor. A valid driver's license is required travel and field site visits to remote or rural areas where alternative transportation is not feasible. Telework is up to the discretion and approval of the supervisor and will be consistent with current telework policies.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Victoria Tang	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 Vacant	EMPLOYEE'S SIGNATURE	DATE