

**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.*

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| <b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | EFFECTIVE DATE                                                         |
| DFW DIVISION/BRANCH/REGION/OFFICE<br>South Coast Region                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-531-0762-032         |
| UNIT NAME AND LOCATION<br>Habitat Conservation Planning Program, Santa Barbara or Seal Beach                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CLASS TITLE<br>Environmental Scientist                                 |
| INCUMBENT<br>Vacant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-531-0762-032 |
| <b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b><br>Under the close supervision of a Senior Environmental Scientist (Supervisory), the incumbent will work on permitting, compliance, and monitoring of projects related to California Environmental Quality Act (CEQA), California Endangered Species Act (CESA), and Lake and Streambed Alteration (LSA) within a specific geographical area within the CDFW's South Coast Region Habitat Conservation Planning Program. With detailed instruction and in accordance with specific standards, the Environmental Scientist will work with permitting and compliance of current laws, regulations, CDFW policy, and procedures pertaining to the protection of biological resources. Tasks are expected to include but not be limited to the following: draft permits, review environmental documents, facilitate mitigation completion, facilitate review of permittee responsible mitigation, and lands packages (e.g. review long term management plans, interim management plans, Property Analysis Records (or similar), biological resources report for mitigation lands, GIS shapefiles of mitigation lands, habitat land acquisition documents, and draft Due Diligence Letters) as appropriate. |                                                                        |

| 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.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| 45%                                  | <b><u>ESSENTIAL FUNCTIONS:</u></b><br><br><b>Environmental Permitting:</b><br>With detailed instruction and assistance from Supervisor and senior staff: Review CESA Incidental Take Permits (ITP) applications. Prepare draft ITPs and review Consistency Determinations (CD) applications, including CEQA compliance and prepare permitting documents. Coordinate CDFW's CESA permitting process with applicants as well as other federal, state, and local agencies. Work with Habitat Conservation Planning Branch (HCPB) to ensure compliance with ITP mitigation and monitoring requirements. Coordinate with the U.S. Fish and Wildlife Service and other federal, state, and local agencies on permit processes.<br><br>With detailed instruction and assistance from Supervisor and senior staff: Prepare draft LSA Agreements. Review LSA Notifications and Subnotifications, LSA Agreement amendments, and extensions, including CEQA compliance to determine potential impacts to fish and wildlife resources and ensure the appropriate measures are included to protect against the impacts. Conduct field review of projects as needed and ensure timely processing of Notifications and issuance of LSA Agreements as required. |
| 30%                                  | <b>Environmental Review:</b><br>Perform environmental review and analysis with detailed instruction and assistance from Supervisor and senior staff. Participate in project scoping, planning and project development meetings, as necessary. Coordinate with CDFW staff, other regulatory and local agencies, and stakeholders to support CDFW's compliance with prescribed trustee and responsible agency roles under CEQA. Attend site visits as required to assess biological conditions pre-project, during the project, and post-project. Evaluate environmental impacts on fish and wildlife resources for the projects and work with applicants throughout the project stages to have in place the appropriate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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| 15%                                         | <p>avoidance and minimization measures needed to mitigate any impacts to these resources. Participate in internal meetings for coordination on statewide consistency issues/topics, as applicable.</p> <p><b>Compliance and Monitoring:</b><br/>           Conduct on-site inspections to assess species presence, habitat quality, and mitigation opportunities. Conduct and coordinate post-project assessments of mitigation actions and requirements. Review post-project mitigation and implementation to ensure compliance with original project documents. Review and prepare Habitat Mitigation Land Acquisition packages. Interact with the public and field public inquiries/concerns. Coordinate with CDFW Law Enforcement Division (LED) to assist in the investigation of potential violations of Fish and Game Code (FGC). Conduct monitoring and compliance review of projects. Operate state vehicle while traveling to and from site visits in remote or rural areas, attending work meetings, seminars, trainings, and other work activities.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 10%                                         | <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Work closely with staff from other Regions and HCPB to ensure consistent application of CEQA, CESA, and LSA and coordination of standards amongst CDFW Regions. Attend training as needed to enhance program knowledge and performance in the position. Represent the Habitat Conservation Program and CDFW by participating in regional and Statewide intra-agency and interagency working groups. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW Region staff, local coordinated resource management groups, and other organizations. Perform other administrative duties such as the maintenance of assigned State vehicle(s); preparation and discussion of significant activities with supervisor; and production of time expenditures reports, expense claims, Individual Development Plan, and annual work plan. Attends training as needed to enhance performance in the position and program knowledge.</p> <p><b>Special Personal Characteristics:</b><br/>           A high degree of personal initiative, dependability, professionalism and integrity is expected. The incumbent is open to feedback on performance and is able to adapt to changing challenges.</p> <p><b>Interpersonal Skills:</b><br/>           Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with applicants and other members of the public; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment.</p> <p><b>Skill to:</b><br/>           Facilitate meetings/trainings and coordinate with entities. The Environmental Scientist must maintain regular, consistent, predictable attendance.</p> <p><b>Working Conditions:</b><br/>           The office will be located in the Seal Beach or Santa Barbara office and must be able to travel up to 15% 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. 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 for travel and field site visits to remote or rural areas where alternative</p> |

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| <b>PERCENTAGE OF TIME PERFORMING DUTIES</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.) |             |
|                                                                                                                                                                                                                                                                                                  | transportation is not feasible. Telework is up to the discretion and approval of the supervisor and will be consistent with current telework policies.                                                                            |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                                                                                    |                                                                                                                                                                                                                                   |             |
| <b>PRINT SUPERVISOR'S NAME</b><br>Frederic Rieman                                                                                                                                                                                                                                                | <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><br>Vacant                                                                                                                                                                                                                                                           | <b>EMPLOYEE'S SIGNATURE</b>                                                                                                                                                                                                       | <b>DATE</b> |