

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 Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0765-905
UNIT NAME AND LOCATION Ecosystem Conservation Division/Habitat Conservation/Region 4/Fresno	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT N/A	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) N/A
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of a California Department of Fish and Wildlife (CDFW) Senior Environmental Scientist (Supervisory) and primarily for CalMat Co. DBA Vulcan Materials Company Western Division (Vulcan) projects, the incumbent is responsible for preparing, permitting, tracking, reviewing, editing, and commenting on conservation and mitigation banks, reviewing bank property real estate documents, and conducting due diligence reviews of entities holding or managing bank property. The incumbent is also responsible for permitting Vulcan's development projects throughout the state including Lake and Streambed Alteration (LSA) permitting; California Endangered Species Act (CESA) early consultation and issuance of Incidental Take Permits (ITPs); and California Environmental Quality Act (CEQA) review. The incumbent will independently identify problems, develop courses of action, perform sensitive scientific investigations for complex projects, and act as a technical lead person for scientists conducting similar work. Duties also include providing technical support, conducting mitigation negotiations, developing procedures, guidelines and standards, developing regional approaches and positions in coordination with headquarters staff, and supporting other program staff through mentoring and cross-training. This work includes early pre-consultation, education, and outreach efforts, to proactively address potential project issues with Vulcan for a more expedited and efficient environmental review process. Specified activities require knowledge of California's fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and administrative procedures and policies. The incumbent will apply an extensive knowledge of environmental impacts, a high degree of personal initiative, and independent judgment. Public contacts made in the course of this work are highly sensitive and involve a wide variety of stakeholders. Duties include the following functions:	

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.)
30%	ESSENTIAL FUNCTIONS: Proactive and Ongoing Communication and Coordination: Proactively engage in early consultation with Vulcan during project planning and prior to permit or bank application submittals. Facilitate targeted outreach to Vulcan staff and their environmental and engineering consultants in an effort to increase the understanding of permitting and mitigation requirements and processes and to facilitate a more expedited and efficient permitting and banking process. Drive to remote site locations inaccessible by public transportation using an assigned state vehicle for project site visits and/or biological surveys.
30%	Mitigation and Conservation Banking: Lead in biological and administrative review and processing of banking documents, site assessment, tracking of Mitigation and Conservation Banks, field inspections and desk reviews for compliance, correspondence, and current associated fees consistent with Fish and Game Code. Collaborate with headquarters staff in updating and drafting policies, procedures, and regulations consistent with Fish and Game Code. Coordinate with Vulcan, bank sponsors, landowners, land managers, conservation easement holders, and endowment holders, regarding bank proposals, amendments, and compliance issues. Independently represent the banking program during inter-agency and intra-agency working groups and/or teams, workshops,

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20%	seminars and trainings to facilitate banking program goals and requirements. Supporting banking staff through mentoring and cross-training. LSA and CESA Permitting and CEQA Analysis: Engage with Vulcan, their consultants, and agencies in pre-application consultation to improve the completeness of information in advance of application submittal; review LSA/CESA applications for completeness; perform desk and field reviews for compliance; identify measures necessary to protect fish and wildlife resources and avoid, minimize and mitigate impacts of the project; draft LSA Agreements and CESA ITPs; ensure timely processing and issuance of LSA Agreements and ITPs within regulatory timelines; ensure timely review and processing of Habitat Management Lands Acquisition packages and other mitigation required by LSA Agreements and ITPs; enter and maintain LSA and ITP data in CDFW electronic tracking systems; respond to inquiries related to LSA Agreements and CESA ITPs from Vulcan; and consult and coordinate with other public agencies as necessary. Address concerns and complaints in a calm and courteous manner. Engage with Vulcan during initial phases of project planning and environmental document analysis pursuant to CEQA; conduct CEQA Responsible Agency environmental review and compliance to support LSA Agreement and CESA ITP permitting issuance; draft CEQA Trustee Agency environmental document comments; and initiate, execute and manage CEQA Lead Agency contracts for environmental document preparation, including circulation and finalization of CEQA environmental documents (e.g., NOI/NOP circulation; public scoping; tribal coordination; review comments; circulate draft document for public review and comment; respond to public comments; coordinate review with other agencies (USFWS, ACOE, etc.)).
15%	Conservation Easement or Deed Review: Review title reports for real property proposed for acquisition through conservation easement or fee title for Mitigation and Conservation Banks or for Habitat Management Lands Acquisitions. Review of title includes evaluating the title encumbrances and their effect on the conservation values, endangerment to the validity of the conservation easement, and questionable vesting. Review of deeds and conservation easements, agreements, and other documents involved in acquiring real property in easement or deed. Coordinate with a CDFW Right of Way Agent and a Land Surveyor for these documents and to verify legal descriptions and accuracy of exhibits.
5%	NON-ESSENTIAL FUNCTIONS: Professional Development, Training, and Administrative Tasks: Obtain job-related training through CDFW or outside organizations. Attend trainings as needed to enhance performance in the position and program knowledge. 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 when opportunities are available; and perform other administrative duties such as the maintenance of assigned State vehicle, preparing expense claims, time reporting, weekly workload reports, and progress reports. Develops and maintains well-organized filing system for all items and areas of responsibility. Uses Microsoft Office software to prepare clear, complete, and technically accurate reports. Completes all CDFW required paperwork; maintains CDFW policy requirements and CDFW/State certified training requirements. DESIRABLE QUALIFICATIONS: Special Personal Characteristics: Conscientious, positive, reliable, responsible, organized, and enthusiastic; strong initiative and adaptable; strategic thinker; ability to multi-task; strong written and verbal communication skills; ability to work independently with open-mindedness, flexibility, and tact; ability to lead discussions with CDFW staff and other professionals; and maintain a professional demeanor at all times. Consistently applies the best available scientific information and accurate analysis. This includes innovative solutions for difficult environmental management problems and new methodologies and scientific application to aid management in policy formation and implementation. Effectively manages time through goal setting, prioritization and work planning. Manages overtime in accordance with labor agreements and direction of management.

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	Interpersonal Skills: Effective written and verbal communication skills; persuasive communication abilities; ability to build and maintain positive relationships; build trust through honest communication and actions; strives to listen to others and understand their interests, concerns, and ideas; works independently and as part of a team; interacts effectively with others to achieve goals. Work both independently and as part of a team; communicate politely, tactfully, and firmly as necessary; demonstrate excellent listening skills and effective negotiation skills. Effectively facilitate and resolve conflicts at lowest possible level. Ability to follow direction from superiors and work cooperatively with other CDFW program staff, and federal, State, and non-governmental organization partners; communicate effectively with superiors and coworkers. Strong interpersonal skills are highly desirable. WORKING CONDITIONS: Ability to use a computer keyboard for several hours each day; use of Microsoft Office software for up to eight hours each day; complete office tasks that require sitting, standing, and walking; attend meetings and video conference calls. The position will require field work. Driving may require travel of up to three or more hours each way including overnight travel up to 20 nights per year. Work schedules may include early mornings and late nights; hiking over uneven and possibly steep or wet terrain and use a 4-wheel drive or other All-Terrain Vehicle; and work in inclement weather. The position may require the incumbent to wear an official uniform for identification purposes.	
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