

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

E-R6 ESNM 25-003☒ **PROPOSED**☐ **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 Inland Deserts Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-603-0764-016
UNIT NAME AND LOCATION Habitat Conservation – Ontario	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, the incumbent serves in the California Department of Fish and Wildlife (CDFW) Inland Deserts Regional Habitat Conservation Planning (HabCon) Program and has responsibility for supervising and directing the work of staff focused on permitting of energy projects within the Inland Deserts Region including; California Endangered Species Act (CESA) early consultation and issuance of Incidental Take Permits (ITPs); Lake and Streambed Alteration (LSA) permitting, Conservation and Mitigation Banking (CMB) review, approval and implementation and California Environmental Quality Act (CEQA) review. This work includes supporting direct reports with early pre-consultation, education, and outreach efforts, to proactively address potential project issues with applicants for a more expedited and efficient environmental review process. Specific duties and responsibilities are as follows:

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.)
25%	ESSENTIAL FUNCTIONS: Supervision. Manage incoming workload and review each staff's existing workload and set priorities and deadlines, review, and provide feedback and edits to staff's written work, collaborate and provide informal and formal training and guidance on staff's day-to-day tasks and duties. Analyzes administrative policies, procedures, and practices; develops and implements operational procedures of the regional LSA, CESA permitting, and CEQA programs in coordination with other region programs. Leads program staff in developing annual goals, objectives, and work plans. Sets unit and individual goals, work plans and tasks. Provides leadership, motivation, and feedback to program staff; fills vacant positions with high quality staff; completes probationary reports. Reviews and evaluates program achievements; makes operational decisions on budget and personnel matters, collective bargaining issues, and administrative matters. Monitors regulatory timeframes, required by statute, to ensure completion of work products consistent with program goals and procedures, CDFW policies, and standard operating procedures.
20%	Proactive and Ongoing Communication and Coordination. Supervise and direct the work of staff engaging in early pre-consultation with project proponents and CEQA lead agencies during project planning and prior to permit application submittals. Support staff during ongoing proactive coordination and engagement with applicants through all phases of environmental document review, permit negotiations and issuance, project and mitigation implementation, and compliance. Coordinate with CDFW Branches and with other public agencies, stakeholders and the general public to address issues, questions, or concerns regarding CDFW's role in the issuance of LSA Agreements and CESA ITPs, CEQA review, and rare, threatened and endangered species, fully protected species, and species of special concern. Monitor and resolve complex project issues and disputes relating to CEQA documentation, LSA Agreements, and CESA ITPs, consistency determinations, and other

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DFW 242A (REV. 07/18/22) Page 2

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20%	authorizations. Communicate policy-related and other significant issues promptly to the Program Manager. Review and prepare internal and external correspondence, permits, clear and concise briefing statements and recommendations for Program or Regional Manager consideration or signature. Coordinate and supervise the review of related legislation, regulations, policies, and procedures and provide comments to Branch. Prepare statements and regional permitting and compliance reports, which may include representing CDFW before other decision-making bodies. Participates in monthly Habitat Conservation supervisor coordination conference calls and meetings. CESA Permitting and Related Review: Reviews staff's analysis of CESA applications for completeness and eligibility, ensuring that the application meets the requirements of California Fish and Game Code; oversees desk and field reviews, provides knowledge and guidance to species range and habitats; identify measures necessary to avoid, minimize and mitigate impacts of the project; reviews and provide feedback and edits to staff's draft CESA ITPs and assist staff with negotiating terms with applicants; ensure timely processing and issuance of ITPs within regulatory timelines; ensure timely review and processing of mitigation land packages and other mitigation required by permits; enter and maintain ITP data in CDFW electronic tracking systems; respond to inquiries related to ITPs from landowners, project proponents, interested parties, stakeholders, and the general public; and consult and coordinate with other public agencies as necessary. Review submitted workload and provide edits, comments and feedback verbally and/or in writing. Address concerns and complaints from Permittees and other members of the public.
10%	CMB Review: Track Mitigation and Conservation Bank submittals, including Draft Prospectus, Prospectus, Bank Enabling Instruments and other associated submittals. Supervise and direct the work of staff that are evaluating proposed bank locations, species and habitat credits, and service areas, including wildlife connectivity mitigation credits. Evaluates staff analysis for accuracy, completeness and consistency. Monitors and reviews CMB banking guidance and; collaborate with headquarters staff in updating and drafting policies, procedures, and regulations consistent with the Fish and Game Code; coordinate with Bank sponsors, landowners, land managers, conservation easement holders, and endowment holders, regarding Bank proposals, amendments, and compliance issues.
10%	LSA Permitting and Related Review: Review staff's analysis of LSA notifications received for completeness and eligibility ensuring that the application meets the requirements of California Fish and Game Code; oversees and provides guidance on desk and field reviews; identify measures necessary to protect existing fish and wildlife resources; reviews and provides feedback and edits to staff's draft LSA Agreements and negotiate terms with applicants; ensure timely processing and issuance of LSA Agreements within regulatory timelines; ensure timely review and processing of mitigation land packages and other mitigation required by LSA Agreements; enter and maintain LSA notification and agreement data in CDFW electronic tracking systems; respond to inquiries related to LSAs from landowners, project proponents, interested parties, stakeholders, and the general public; and consult and coordinate with other public agencies as necessary.
5%	CEQA and Related Review: Review staff's analysis of environmental review and CEQA compliance to support LSA Agreement and CESA permitting issuance; coordinate with federal, State, and local agencies on regulatory work associated with energy projects; work with regional staff and HCPB to ensure consistent implementation of mitigation and monitoring requirements. Provide technical expertise and review comment letters and correspondence on CEQA/NEPA documents, permits, mitigation and monitoring programs, and work plans relating to proposed projects. Initiate, execute and manage required CEQA contracts with applicant and oversee and review document preparation for Regional energy projects, including circulation and finalization of CEQA environmental documents (e.g., Notice of Intent/Notice of Preparation circulation; public scoping; tribal coordination; review comments; circulate draft document for public review and comment; respond to public comments; coordinate review with other agencies (United States Fish and Wildlife Service, United States Army Corps of Engineers, etc.).

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5%	Permit Compliance and Monitoring: Ensure staff are keeping track of compliance with issued permits for compliance with avoidance, minimization measures, and compensatory mitigation. Direct staff to conduct field inspections, and desk reviews to monitor compliance of issued LSA and related CESA permits. Review and finalize correspondence documenting non-compliance with issued LSA Agreements and ITPs and develop additional terms and remedial actions. Coordinate with Law Enforcement Division Wildlife Officers and other State and local agencies addressing non-compliance and enforcement efforts related to LSA and CESA ITP permitting. Provide training, direction, and guidance to staff the collection of evidence such as photo documentation, surface and groundwater samples, water diversion impacts and rates, wildlife and habitat damage assessment and grading impacts.		
5%	NON-ESSENTIAL FUNCTIONS: Attend internal and external training, conferences, professional/scientific committee participation and review 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, submitting, reviewing and approving time expenditures reports, and expense claims. Arranges for equipment maintenance and purchases; attend service training. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements. WORKING CONDITIONS: 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 participation in conference or video calls. The position may require travel (1-3 days in length) throughout the State including overnight travel (1-3 times per year), early mornings, late nights, hiking over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle (including all-terrain vehicle), and work in inclement weather. Fieldwork involves exposure to ticks, poison oak, rattlesnakes, and other environmental conditions typical of remote or undeveloped areas. Safety training and protective equipment will be provided. The position involves driving State vehicles to meetings and field sites, often in remote locations. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff. This position is eligible for a hybrid telework schedule depending on operational needs.		
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