

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
DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-561-0762-XXX
UNIT NAME AND LOCATION Northern Lands Program, Ballona Wetlands Ecological Reserve or Cienega Springs Ecological Reserve	CLASS TITLE Environmental Scientist
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS: Under the close supervision of the Senior Environmental Scientist (Supervisory), the incumbent is responsible for activities to meet the objectives in the Pittman-Robertson Wildlife Restoration Act grant that include maintenance and operational activities on multiple properties located with the South Coast Region's Northern and Central Lands. Job duties include the daily management and monitoring of these lands—often in coordination with multiple agencies and non-governmental stakeholders—to conserve the region's rich biological diversity while providing compatible public-use opportunities, in addition to the planning and coordination of habitat project development, restoration projects, equipment maintenance, facilities management, and other related maintenance and habitat improvement activities. Duties include the following essential 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%	<u>ESSENTIAL FUNCTIONS:</u> Maintain public and operational facilities on Department-managed lands. Coordinate with team to ensure facilities, trails, fences, signage, kiosks, and restrooms are properly maintained. Coordinate and/or facilitate vegetation management activities, including the control and eradication of exotic and invasive plant species. Inspect, or coordinate inspections of, Department lands by regional or contract staff to identify issues related to vandalism, fence/gate or sign repair needs, trash removal, and weed abatement, and ensure timely implementation of corrective actions. Plan, implement, and monitor habitat and species improvement projects, and oversee the appropriate use, care, and maintenance of vehicles and program equipment. Prepare, implement, and update adaptive management plans for Department-managed ecological reserves and wildlife areas. Promote public use of Department lands when such activities are compatible with regulations and consistent with established management objectives. Ability to drive a 4WD state vehicle in California is necessary to conduct routine property visits and perform other job-related functions.
20%	Review federal, State, and local environmental documents related to Department-managed lands, and develop, submit, and obtain required permits under applicable laws and ordinances for proposed management activities and projects. Represent the Department on assigned Cooperative Management Committees and Technical Advisory Teams for jointly operated or managed lands, as well as for restoration projects involving partner agencies. Attend public meetings and maintain effective liaison with agencies, organizations, and the public regarding the implementation of adaptive management plans on Department lands. Conduct targeted and general surveys, and analyze habitat, fish, wildlife, and plant data to support the development and implementation of restoration and adaptive management plans. Assess and determine appropriate management actions for restored areas, areas supporting endangered species, and Department-managed mitigation lands.

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20%	Implement requirements for the expenditure of mitigation management funds and approved federal funds (e.g., Section 6, SWG, or PR). Monitor contracted programs, activities, and/or services, including species and habitat surveys, to ensure compliance and effectiveness. Assist in the preparation and review of agreements with local, State, and federal agencies to support joint projects such as exotic and nuisance species control, species and habitat management, and public use programs. Prepare entry permits, letters of permission, and other similar documents authorizing access for research activities, Department-approved construction work, or restoration projects. Assist the Senior Environmental Scientist (Supervisor) in the hiring process of temporary and seasonal staff. Assist Senior Environmental Scientist (Supervisor) in the onboarding of temporary and seasonal staff, provide guidance on daily land management tasks. Prepare and maintain required weekly/monthly/annual reports, annual work plans, and program budget spreadsheets. Organize, write, and submit annual reports related to management activities and grant objectives to meet required deadlines provided by the Supervisor.
15%	Partners with other agencies, groups, or organizations, such as California Conservation Corps crews, Department of Corrections crews, contract workers, and volunteers, to restore and maintain habitat on Department lands. Coordinate activities with neighboring landowners, volunteer conservancies, land trusts, and appropriate local, State, and federal agencies. Collaborate with Department staff from the Marine Region, Habitat Conservation Planning Branch, Cannabis, and Wildlife Diversity and Lands Management Program (including Interpretive staff) to ensure alignment of operations and management actions. Promote and coordinate participation by volunteer organizations and academic researchers interested in conducting special projects or research on Department-managed lands.
10%	Administration and Other Complete reports, maintain organized files, prepare work plans, and submit/review regulation change proposals. Attend job-related training sponsored by the Department and other public or professional entities. Prepare required weekly/monthly reports, annual work plans, budget materials, and project progress reports in accordance with reimbursable contracts, grants, and the position's Scope of Work. Assist the Senior Environmental Scientist (Supervisor) in evaluating assigned staff and reviewing attendance reports, travel expense claims, vehicle mileage logs, and requisitions prior to supervisory approval.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Prepares and submits own attendance reports, activity reports, travel expense claims, vehicle mileage logs, volunteer agreements and time tracking and other administrative documentation as required. Participates in training and internal program meetings as requested. Special Personal Characteristics: A willingness to occasionally work unusual hours and/or days (i.e., weekends, evenings, holidays). Interpersonal Skills: The incumbent must consistently exercise tact, professionalism, and sound judgment when engaging in potentially sensitive or contentious negotiations, as well as during routine interactions. Demonstrate integrity and poise while involved with potentially contentious and sensitive negotiations, as well as routine situations. The ability to get along well with others and lead by a positive example. Special Physical Characteristics: Must be able to lift 40 pounds, hike in extreme terrain, and work in inclement weather. WORKING CONDITIONS: Office will be located at Ballona Wetlands Ecological Reserve in Los Angeles OR the Cienega Springs Ecological Reserve in Fillmore. Work is conducted in office and outdoors environments, and includes highway and off-road driving, which incorporates trail and off-trail navigation. Driving up to 30% is an essential requirement for this position and requires a valid driver's license, as the CDFW

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	properties under its management require regular site visits. Many of these properties are in remote areas and span across three counties, making alternative transportation impractical. Overnight travel will be required up to 10%. Work hours may be 10+ hours per day, including some night and weekend work, and may occur during varied weather conditions. Uniform might be necessary to interact with the public.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Robin Madrid	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