

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) 565-541-0762-003
UNIT NAME AND LOCATION Steelhead Fisheries Program, Santa Barbara	CLASS TITLE Environmental Scientist (Limited-Term)
INCUMBENT	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 Supervisor, the Environmental Scientist will help administer the California Monitoring Program (CMP) with a specific focus on Southern California steelhead in the South Coast Region. The Environmental Scientist will oversee daily operations of field schedule, including coordinating with external partners, data collection, and data analysis. The incumbent will administer restoration grants overseeing compliance, deliverables, and invoicing. 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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> COORDINATE FISHERIES SURVEYS: Assist project staff with monitoring Southern California steelhead population throughout the South Coast Region by following protocol established in the California Monitoring Program (CMP); collect population status and trend data on adult and juvenile steelhead, habitat condition, and watershed processes. Manage daily operations schedule to ensure all objectives are met. Ensure consistency with internal CDFW groups, as well as with local, federal, and other partners. Conduct fish rescues and relocations as needed. Perform monitoring of the biological response and physical effectiveness of restoration projects for steelhead and other aquatic, wildlife and riparian species, their habitat and watershed function under direction of the steelhead supervisor.
20%	GRANT MANAGEMENT: Review grant proposals and write grant scopes of work for funded proposals; review and approve reports and invoices; ensure permits are in place and projects are completed on time; conduct routine meetings with grantees and stakeholders, maintaining electronic databases and hard copies of grant information, contacts, project records and other relevant information. Travel within California to conduct in-person site visits during project review and application as needed, which may include overnight stays or long driving days. Conduct field inspections independently to ensure that activities and performance meet Department and state grant requirements and documenting performance, providing grantees with technical guidance including CEQA requirements. Coordinate with CDFW Regional staff, CDFW Headquarters staff, and federal Restoration Programs. Assist with implementation monitoring as needed.
20%	DATA ANALYSIS AND MANAGEMENT: Maintain authoritative databases of monitoring data, including environmental metrics, habitat data, and spatial distribution of southern California steelhead and resident trout populations. Compile all rescue and relocation data to ensure compliance with permits. Create specialty datasets for internal uses such as mitigation measures or permits. Provide datasets to public requests as needed, Participate in quality assurance/quality control reviews to ensure the accuracy of data. Statistically analyze internal and external project data for inclusion in annual reports.

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20%	REPORTING AND COMPLIANCE: Work closely with the Senior Environmental Scientist Supervisory to prepare reports related to Southern California steelhead monitoring, restoration, and recovery. Provide written reports of findings by integrating fish distribution and life history with environmental factors, habitat, and watershed data for internal Department and external agency or public use. Summarize restoration activities and success toward the implementation of the NMFS Southern California Steelhead Recovery Plan. Present scientific findings at regional or statewide meetings, conferences, and workshops. Contribute to internal CDFW coordination for population monitoring and restoration success related to Southern steelhead recovery efforts in the Region. Prepare reports according to federal and local permit requirements to ensure compliance with external regulations.
5%	GENERAL: Under the supervision of a Senior Environmental Scientist Supervisor, assist in hiring, training, and leading fisheries staff, including scientific aids, contractors, and interns. Attend training to update technical skills in fish population estimation, fish survey protocols, watershed assessment techniques, software applications, and restoration methods. Prepare and conduct training for regional staff as needed. <u>NON-ESSENTIAL FUNCTIONS:</u> OTHER DUTIES: Perform administrative duties such as completing time sheets, expense claims, vehicle logs, and ordering supplies; operate and maintain the Program's vehicles and equipment used in operation of the program. Special Personal Characteristics: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; hydrology, geology; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; California and Federal environmental laws, rules, regulations, and requirements; basic hydrology, geology, and principles of risk assessment and risk management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports. Interpersonal Skills: Ability to work cooperatively and productively as a member of a team to achieve a common goal. Ability to communicate with constituents and co-workers with tact and diplomacy, especially concerning difficult and sensitive issues. Strong verbal skills with emphasis on being positive and pro-active. Should possess strong listening skills; Incumbent must be able to use creative thinking to develop problem solving ideas and to negotiate mutually agreeable solutions. WORKING CONDITIONS: The position will be based in the Santa Barbara Field Office. The position will routinely need to conduct fieldwork in wet and dry conditions carrying bulky items. The position may need to attend scheduled meetings and training in the Seal Beach Office, the San Diego Office, and throughout the state, which would require overnight travel no more than 5% of the time.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Deena Hansen	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