

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) 565-531-0765-905
UNIT NAME AND LOCATION Habitat Conservation Planning Program, Seal Beach or Santa Barbara	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Senior Environmental Scientist (Supervisory) the incumbent will independently function as the lead for Southern California Edison (SCE) projects. The incumbent will exercise a high degree of independence, independently identifying problems, develop courses of action, and independently perform assigned work including reports, documents, and field work, and provides consultative advice to Southern California Edison for the California Department of Fish and Wildlife (CDFW) Habitat Conservation Planning Program. The incumbent will be responsible for environmental reviews, analyses, and preparation of Lake and Streambed Alteration (LSA) Agreements, California Environmental Quality Act (CEQA) related documents or letters, California Endangered Species Act (CESA) permits, and other environmental documents, laws and regulations, and habitat conservation plans. The incumbent will also coordinate with other regional and statewide staff as it relates to Southern California Edison (SCE) projects. Duties will require knowledge or development of knowledge of California fish and wildlife resources, ecological principles, lake and stream processes, applicable permitting and environmental laws, and CDFW administrative procedures and policies. The incumbent applies sound knowledge of environmental impacts, a high degree of initiative, and independent judgment. 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> California Endangered Species Act and Lake and Streambed Alteration Agreement (LSAA) Notification Review and Preparation. Consistent with priorities established by the Department and SCE, the incumbent will work with SCE to prioritize workload. Meet with project proponents in the office and in the field to conduct field inspections of proposed project sites to determine the natural fish and wildlife resources present, potential project-related impacts, and to formulate the Department's recommendations and LSAA conditions. Coordinate and prepare California Endangered Species Act (CESA) incidental take permits and consistency determinations (Fish and Game Code § 2050 et seq.). Coordinate and prepare Lake and Streambed Alteration (LSA) Agreements, Master LSA Agreements, Routine Maintenance LSA Agreements, extensions, and amendments (Fish and Game Code § 1600 et seq.) for finalization by supervisor. Review and ensure completeness of CESA applications and LSA Notifications, adequate fee payment, analyze documentation, and prepare permitting packages. Work collaboratively and consultatively with internal CDFW Habitat Conservation staff on advancing overall CESA and LSA program goals and objectives and may prepare guidance or policy documents. Maintain project files, tracking systems, and correspondence.
25%	California Endangered Species Act and Lake and Streambed Agreement Implementation, Compliance, and Monitoring: Implement CESA Incidental Take Permits (ITPs) and LSA agreements in coordination with state and federal staff and programs. Meet with project proponents in the office and in the field to implement CESA ITPs and LSA agreements including any required plans and mitigation for project impacts. Conduct compliance monitoring of existing CESA ITPs and LSA Agreements, desk review and a

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20%	minimum of 10% of site visits driving a State vehicle to project areas where alternative transportation is not feasible within these remote or rural areas. Draft correspondence documenting non-compliance with CESA ITPs and LSA Agreements and develop additional permit terms and remedial actions. Maintain monitoring records, prepare correspondence, collect and analyze environmental data, prepare reports, attend meetings, prepare presentations, and administrative record preparation and maintenance. Coordinate with Law Enforcement Division's Wildlife Officers and other State and local agencies addressing non-compliance and enforcement efforts. Review post-project mitigation and implementation to ensure they are compliant with original project documentation. Maintain project files, tracking systems, and correspondence.
10%	California Environmental Quality Act. Review, analyze, and prepare final or near final comments on projects pursuant to the Department's Trustee and Lead Agency responsibilities under the Fish and Game Code and California Environmental Quality Act (CEQA). Ensure that comments and mitigation are consistent with Department policy, regulations, and regional conservation plans by providing written and verbal updates and drafting briefing statements. Coordinate with CDFW staff, other regulatory and local agencies related to project review, permitting, and compliance monitoring. Review post-project mitigation and implementation to ensure they are compliant with original project documentation. Conduct CEQA environmental review and compliance for issuance of LSA Agreements. Review CEQA Lead Agency completed environmental documents for reliance for issuance of LSA Agreements. Draft Notices of Exemption and Notices of Determination for the Environmental Program Manager's signature. When CDFW is CEQA Lead Agency: assist in development and review of document preparation for SCE projects, including circulation and finalization of CEQA environmental documents (e.g., Notice of Intent (NOI)/ Notice of Preparation (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 (United States Fish and Wildlife Service (USFWS), U.S. Army Corp of Engineers (ACOE), etc.)). May attend meetings and public hearings with lead agencies, consultants, public, and regulatory agencies.
10%	Advisory Role. May serve as lead for the Department on work groups and scientific advisory groups. Assess species and habitat conservation requirements for use in conservation blueprints. Independently provide technical assistance, identify problems, and develop courses of action on biological methods and protocol standards. Provide direction to SCE regarding compliance with State and federal laws, regulations, and policy. Review, analyze, and draft documentation for the permanent conservation of mitigation lands. Review and prepare conservation easement packages, title reports, long-term management plans, and Property Analysis Records or similar long-term funding calculations for mitigation lands for finalization by supervisor and Department approval. Assist or provide guidance or may act as mentor and lead to entry level staff on CEQA, CESA, and LSA. Prepare correspondence as assigned for Director's referrals, legislative requests, media and the general public.
10%	Budgets. Incumbent will track and maintain budget spending for their projects funded by the SCE reimbursable contract and CEQA Lead Agency Reimbursable contracts associated with SCE Projects. Incumbent will work with administrative staff and accounting to reconcile budgets and invoices. Maintain project files, tracking systems, and correspondence.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Professional Development, Training, and Administrative Tasks. Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities by attending internal and external training and reading scientific journals. Present relevant information at professional meetings and conferences. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW staff, local, state, and federal resource agencies, and other groups, entities, and organizations. Participate in public education opportunities as time permits. Prepare expense claims, time reports, weekly

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	workload reports, progress reports, annual Individual Development Plan and annual work plan and other administrative duties as required and within the period and manner requested. Assist program staff as required. Develop and maintain well-organized filing system for all items and areas of responsibility. Use Microsoft Office software to prepare clear, complete, and technically accurate reports; collect environmental data; review, check, and interpret scientific data and reports. Implement Individual Development Plan objectives. Special Personal Characteristics: Strong verbal and written communication skills; strong listening skills; a demonstrated ability to exercise sound judgement and work independently; high degree of initiative, flexibility, open-mindedness, and tact; reliability; and keenness of observation. Good organizational and time management skills. Ability to lead discussions with Departmental staff and other professionals. Interpersonal Skills: Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; demonstrate excellent listening skills and effective negotiation skills; and maintain productive relationships while working in contentious settings. Ability to work positively and effectively with colleagues, including administrative and engineering classifications; and inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry. Facilitate and resolve conflicts at the lowest level. Ability to motivate staff and encourage teamwork, and a desire to help staff with their technical and professional development. High degree of environmental and work ethic. Excellent, professional writing skills for various documents (e.g., emails, letters, and reports, permits) following statewide templates and regional style conventions. Ability to collect, compile, and analyze complex biological and ecosystem-based data. Ability to proactively seek solutions and problem solve is a must. WORKING CONDITIONS: Office is located in the Seal Beach or Santa Barbara Office. Ability to use a computer keyboard and Microsoft office software for up to eight hours each day; complete office tasks that require sitting, standing, and walking to other locations; participate in and coordinate meetings and conference calls. Attend, in person, site visits, meetings, and workgroups with stakeholders, and local, state, and federal agencies in Los Angeles, Orange, Santa Barbara, Ventura or San Diego counties. A minimum of 10% of travel and field site visits will be required. Must have the ability to walk on uneven, hilly terrain. As a condition of employment, the incumbent shall wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for the various work situations, such as field surveys and work with public interaction, within and outside the Region as required by the supervisor. Possession of driver's license is required to drive a State vehicle where alternative transportation is not feasible within remote or rural areas.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Victoria Tang	<table border="1"> <tr> <th data-bbox="901 1545 1373 1581">SUPERVISOR'S SIGNATURE</th><th data-bbox="1373 1545 1520 1581">DATE</th></tr> <tr> <td data-bbox="901 1581 1373 1640"></td><td data-bbox="1373 1581 1520 1640"></td></tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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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	<table border="1"> <tr> <th data-bbox="901 1766 1373 1801">EMPLOYEE'S SIGNATURE</th><th data-bbox="1373 1766 1520 1801">DATE</th></tr> <tr> <td data-bbox="901 1801 1373 1860"></td><td data-bbox="1373 1801 1520 1860"></td></tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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