

DUTY STATEMENT

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

☐ **PROPOSED**☒ **CURRENT****E-R2 HC 26-002****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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CDFW DIVISION/BRANCH/REGION/OFFICE North Central Region (Region 2)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-231-0762-037
UNIT NAME AND LOCATION Timberland Conservation and Wildfire Resiliency Program/ North Central Regional Headquarters	CLASS TITLE Environmental Scientist
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-231-0762-037
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of a Senior Environmental Scientist (Supervisory), and as a member of the California Department of Fish and Wildlife's (Department) North Central Region (Region 2) Timberland Conservation and Fire Resiliency Program, the incumbent is responsible for conducting identified activities related to the Forest Practice Rules, the Department's Lake and Streambed Alteration Program (LSA), the California Endangered Species Act (CESA), the California Environmental Quality Act (CEQA), and other laws, regulations, and Department policies, guidelines, and procedures pertaining to the protection of biological resources. The incumbent represents the Region and may act as the staff lead and provide consultative advice when working with applicants, local, state, and federal agencies, stakeholders, and the general public. Public contacts made in the course of this work are sensitive and involve a wide variety of special interest groups.	

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> Emergency and Exemption Consultation, Review and Permitting: Review and evaluate new Exemptions and Emergencies filed pursuant to the Forest Practice Rules on private and publicly owned timberlands. Consult with project proponents regarding the implementation of proposed projects to reduce the potential for adverse biological impacts resulting from project implementation. Consultation may include geographic information system (GIS) research, mapping of species occurrences and hydrological features, attending pre-project site inspections, preparing written inspection reports, analyzing consequences of proposed activities, assessing the application of law, regulation and policy, preparing recommendations for the conservation of fish and wildlife resources, conducting listed and sensitive species consultations, preparing LSA Agreements and Incidental Take Permits (ITPs).
30%	Timber Harvest Plan Review and Permitting. Participate in the review and evaluation of proposed Timber Harvest Plans and Non-Industrial Timber Management Plans with private timberland owners, the California Department of Forestry and Fire Protection (CAL FIRE), and other members of an interdisciplinary review team by analyzing consequences of proposed activities, attending pre-harvest inspections, preparing written inspection reports and recommendations for the conservation of fish and wildlife resources, assessing the application of law, regulation and policy, conducting listed and sensitive species consultations, and preparing any related Lake and Streambed Alteration Agreements (LSA) and Incidental Take Permits (ITPs). When driving is required, staff will drive a state-issued car/vehicle to perform routine inspections on private timberlands and as part of their duties (monitoring projects, attending in-person meetings, and/or CDFW specified events).

DUTY STATEMENT

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

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20%	Compliance and Monitoring: Coordinate with CAL FIRE, project applicants and landowners to inspect, evaluate and monitor sites where timber operations have been conducted in accordance with the Forest Practice Rules, and monitor any related LSA Agreements and ITPs that have been issued and/or approved for compliance and effectiveness of stipulated conditions. Evaluate post-project conditions to ensure impacts to wildlife habitat and sensitive species are avoided and mitigated, and other trustee resources are conserved. Provide support to CAL FIRE in the development and implementation of monitoring protocols and case studies. Prepare findings, written reports and presentations related to monitoring activities. Coordinate with CAL FIRE and the Department's Law Enforcement Division in the evaluation of natural resource damage and any subsequent enforcement actions, where a violation of the Forest Practice Rules or Fish and Game Code has been identified in conduct of timber operations. Draft correspondence documenting compliance problems with issued LSA Agreements and ITPs and develop additional terms and conditions for the correction of observed compliance problems.
10%	Outreach: Communicate with the public, members of the timber industry and other agencies to exchange information relevant to the Department's interests in timber operations and compliance monitoring, and the Department's role in the timber harvest review process. Participate in working groups, provide training and attend community and stakeholder related meetings.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Attend training as needed to enhance performance in the position and program knowledge. Represent the Region and the Timberland Conservation and Wildfire Resiliency Program by participating in Department Statewide working groups. Prepare and submit monthly time expenditure reports, expense claims, and vehicle usage logs. Participate in annual performance appraisals and individual development plans in conjunction with the supervisor. Maintain professional qualifications through training, workshop attendance, professional/scientific committee participation and reviewing scientific literature. Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism, and integrity is expected. The incumbent is open to feedback on performance; able to adapt to changing challenges; and demonstrates empathy and understanding of stakeholders' interests. Interpersonal Skills: Able to work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with members of the public; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment. <u>WORKING CONDITIONS:</u> This position is eligible for partial telework (1-day per week) based upon program need and will be headquartered from the Rancho Cordova regional office located at 1701 Nimbus Road, Rancho Cordova, CA 95670. Based on institutional need, this position may be located in alternate locations and will be provided flexible hoteling space at any of the North Central Region's offices. This 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 calls. The position may require occasional travel throughout the State for site visits (30% of work time) including overnight travel, early mornings, and late nights. Must be able to work unusual and/or long hours; travel frequently; spend multiple days in the field assessing habitat conditions in inclement weather; walk in and through rough terrain; hike over uneven, steep, wet, and rough terrain with no vehicle access; operate a four-wheel drive (4WD) vehicle off highway and over rough terrain; operate an all-terrain vehicle (ATV); operate office equipment (computers, copies/scanners, telephones, iPads, global positioning system [GPS] units, etc.); must possess a valid driver's license and be prepared to travel using a state vehicle with short notice for extended periods. The position requires the use of personal protective equipment, including, but not limited to, protective footwear, hardhat, gloves, helmet, and eye protection. Wearing a Department of Fish and

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 3

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	Wildlife uniform is required as a condition of employment while conducting field work and public work duties on occasion.	
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