

DUTY STATEMENT**E-R6 WR SB 25-011**

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
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DFW DIVISION/BRANCH/REGION/OFFICE Inland Deserts Region (6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0765-905
UNIT NAME AND LOCATION Habitat Conservation South Desert East unit - Ontario	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Senior Environmental Scientist (Supervisory), the incumbent has lead responsibility for the review of California Department of Transportation (Caltrans) operations throughout Region 6 and independently identifies problems, develops courses of action, and performs work to draft Lake and Streambed Alteration (LSA) Agreements, and species take permits and authorizations under the California Endangered Species Act (CESA), through Incidental Take Permits, Consistency Determinations, and their amendments and extensions. The incumbent is also responsible for complex and in-depth guidance, environmental reviews, analyses, and preparation of documents to comply with the California Environmental Quality Act (CEQA), CESA, LSA, and other environmental documents, laws and regulations, as directed by the statewide Caltrans interagency agreement (contract). Specific work assignments will be prioritized by Caltrans Districts in coordination with the CDFW liaison supervisors and will be assigned by the CDFW liaison's supervisor.

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.)
	<u>ESSENTIAL FUNCTIONS</u>
30%	Endangered Species Permitting and Consultation: Provide guidance on the need for CESA permits; evaluate permit applications for completeness following relevant regulatory guidelines, and prepare, if necessary, letters to applicants describing deficiencies; conduct field visits to assess and/or verify impacts described in permit applications, evaluate mitigation properties for acceptability, and confirm compliance with permit conditions; develop draft permits including measures the applicant must follow to avoid, minimize and mitigate impacts to CESA listed and candidate species; prepare and process CESA Consistency Determinations and Incidental Take Permits/amendments; mitigation review, approval, and monitoring.
30%	Lake and Streambed Alteration Program: Provide guidance on the need for LSA notification for projects; evaluate notifications for completeness following relevant regulatory guidelines, and prepare, as necessary, letters or other correspondence to applicants describing deficiencies; conduct field visits to assess and/or verify impacts described in permit applications and evaluate mitigation properties for acceptability; assess project impacts; develop measures to protect fish and wildlife resources; prepare LSA agreements and amendments; ensure CEQA compliance for agreement issuance through review and analysis of the CEQA lead agency's environmental documents (e.g., CEQA documents) and preparation of CDFW's CEQA documentation (e.g., notice of determination, notice of exemption, findings); and monitor permittees' compliance with permit conditions through tracking of permit requirements, deliverables, and timelines, review of permittee-generated reports, and conducting site visits.

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15%	Consultation, Guidance and Technical Assistance. Provide guidance to Caltrans at all stages of project planning and implementation; coordinate determinations regarding the need for fish passage; technical assistance on methods and standards; guidance in the preparation of monitoring reports; biological consultation for emergency repairs and other projects; review and analysis of Caltrans Advance Mitigation Program documents. Participate and collaborate with Caltrans and other state and federal agencies regarding regional planning efforts and coordination of Caltrans activities and permitting needs.
10%	Environmental Review: Reviews and prepares comments for the Environmental Program Manager's signature through the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA), and other habitat conservation programs documents. Attend meetings and public hearings with lead agencies, consultants, public, and regulatory agencies. Ensure timely coordination of analysis and correspondence with other appropriate CDFW staff and partner agencies. Communicate program processes and responsibilities to Caltrans, consultants, public, and regulatory agencies.
5%	Meetings, Training and Other Duties: Participate in meetings for Caltrans project scoping, planning, and project development; CDFW statewide coordination for consistent implementation; and multi-agency (local, state, and federal) coordination pertinent to Caltrans projects. Attend Caltrans sponsored training. Other limited duties as necessary to fulfill the requirements of the contract.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Routine Administrative Functions: Perform routine administrative functions associated with this position, including monthly reports of activities and progress and time reporting.
5%	Professional Development, Training, and Administrative Tasks: Obtain job-related training through the Department or outside organizations. Attend trainings as needed to enhance performance in the position and program knowledge. Maintains professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Prepares expense claims, time reports, weekly workload reports, progress reports, and annual work plan and other administrative duties as required and within the period and manner requested. Assists Ontario office-based program staff as required. Develop and maintain filing system based on organizational standards outlined in standard operating procedures, HabCon Operations Manual, or other guidance provided 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. WORKING CONDITIONS: Ability to use a computer keyboard and Microsoft office software up to eight hours a day. Travel and field work up to 20% required. Field visits may include driving a 4-wheel drive vehicle or hiking long distances in rugged terrain. Willingness to work long hours, sometimes including early mornings, late nights and weekends. Operate four-wheel drive (4WD) vehicles, project equipment, machinery, digital equipment, computers, and lab equipment. Must be comfortable with carrying and moving with a 25–30-pound backpack over uneven terrain, operating equipment in uneven terrain and inclement weather; presentations and fieldwork require operating and maintaining equipment, machinery, digital and lab equipment. As a condition of employment, the incumbent may be required to wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for various work situations, including field surveys and public interaction. This position offers the possibility of an office-centered telework agreement based on the Department's current Telework Policy.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	

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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