

DUTY STATEMENT

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

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – [location TBD]	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0765-036

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:

Under the direction of the Senior Environmental Scientist (Supervisory), and within the Bay Delta Region's Habitat Conservation Program, the incumbent is responsible for preparing, permitting, tracking, reviewing, editing, and commenting on conservation and mitigation banks and complex California Endangered Species Act (CESA) permits, reviewing land acquisition and real estate documents for bank properties and other mitigation lands, and conducting due diligence reviews of entities holding or managing bank properties or other mitigation lands. Duties also include providing technical support to regional Habitat Conservation Program staff on CESA and mitigation land acquisition, conducting complex mitigation negotiations, developing procedures, guidelines, and standards to mitigate for impacts to candidate, threatened and endangered species, and developing regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies. The incumbent will independently identify problems, develop courses of action, and conduct extremely complex and difficult scientific investigations and studies on issues of major importance to the California Department of Fish and Wildlife (CDFW). A high degree of personal initiative is expected, including applying the best available technical information in writing and presentations to provide significant positive consequences for the public, CDFW, and trust resources. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups. Specific duties and responsibilities are as follows:

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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Mitigation and Conservation Banking: Lead in biological and administrative review and processing of banking documents, site assessment, tracking of mitigation and conservation banks, credit evaluation, including wildlife connectivity mitigation credits, correspondence, and current associated fees consistent with the Fish and Game Code. Collaborate with headquarters staff in updating and drafting policies, procedures, and regulations consistent with the Fish and Game Code. Coordinate with bank sponsors, landowners, land managers, conservation easement holders, and endowment holders regarding bank proposals, amendments, and compliance issues. Independently represent the Banking Program during inter-agency and intra-agency working groups and/or teams, workshops, seminars, and trainings to facilitate Banking Program goals and requirements. Provide technical support to Habitat Conservation staff on mitigation land acquisition, conduct the most complex mitigation negotiations, develop procedures and standards to mitigate for impacts to threatened and endangered species, and develop local and regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies.
20%	Endangered Species Consultation/Coordination/Permitting: Prepare, review, track, edit, and conduct compliance on complex CESA permits, including Incidental Take Permits and Consistency Determinations for endangered, threatened and candidate species (Fish and Game Code, §§ 2081, subdivision (b), 2080.1, 2089.2, et seq.).

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15%	Conservation Easement or Deed Review: Review title reports for real property proposed for acquisition through conservation easement or fee title for conservation or mitigation banks or mitigation lands resulting from CESA permits. Review of title includes evaluating the title encumbrances and their effect on the conservation values, endangerment to the validity of the conservation easement, and questionable vesting. Review deeds and conservation easements, agreements, and other documents involved in acquiring real property in easement or deed. Coordinate with Senior Right of Way agent to verify legal descriptions and accuracy of exhibits.				
10%	Entity Due Diligence: Conduct Due Diligence review for entities that are proposed to hold and/or manage interest in conservation lands.				
5%	Advance mitigation processing: Permitting: Process, review, and provide guidance for projects that require advance mitigation including Mitigation Credit Agreements (MCA) and CDFW permits associated with advance mitigation, including CESA permits, Lake and Streambed Alteration (LSA) Agreements, and associated California Environmental Quality Act (CEQA) documents. Coordinate with local, state, and federal agencies and project proponents in environmental review and appropriate permitting for MCA, CESA, LSA and CEQA development, implementation, and compliance.				
5%	Drive to Project and Meeting Locations: Drive, using a state vehicle, to project locations and in-person meetings which may include remote locations. Project and in-person meeting locations may include all locations applicable to the above listed duties such as conservation or mitigation banks and other advance mitigation sites, and offices of other resources agencies or parties associated with the above listed duties.				
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Personal Development, Training, and Administration: Develop work plans and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; maintain professional qualifications; and complete mandatory training. Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of regional goals and objectives. Other duties as assigned. WORKING CONDITIONS: Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking; attend meetings and conference calls. The position may require fieldwork. A valid driver's license is required to drive on official state business. Driving may require travel of up to three or more hours each way including overnight travel (up to 5%). Work schedules may include early mornings and late nights. Involves hiking over uneven and possibly steep or wet terrain and use of an all-terrain vehicle; and work in inclement weather. The position may require the incumbent to wear an official uniform for identification purposes.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME	<table border="1"> <tr> <td data-bbox="899 1675 1377 1707">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1377 1675 1520 1707">DATE</td> </tr> <tr> <td data-bbox="899 1707 1377 1766"></td> <td data-bbox="1377 1707 1520 1766"></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	<table border="1"> <tr> <td data-bbox="899 1892 1377 1923">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1377 1892 1520 1923">DATE</td> </tr> <tr> <td data-bbox="899 1923 1377 1984"></td> <td data-bbox="1377 1923 1520 1984"></td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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