

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 North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0764-001
UNIT NAME AND LOCATION Wildlife Management/Upper Butte Basin Wildlife Area	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of the Environmental Program Manager, the incumbent supervises and directs environmental, biological, maintenance and administrative staff in the North Central Region (NCR) Wildlife Program's Staffed Lands Program/Function - Gray Lodge, Oroville, Spenceville and Upper Butte Basin Wildlife Areas (collectively "Complex"). The incumbent is responsible for oversight, coordination, and direction of the Complex as well as directly responsible for the daily operation and management of the Upper Butte Basin Wildlife Area and oversight of the Oroville Wildlife Area. This position requires the knowledge and ability to write and implement work and management plans; comment on and/or participate in the development and implementation of environmental documents related to the areas and project on a regional basis that directly and or indirectly impact them; track, propose and maintain budgets; purchase supplies and equipment; evaluate and document fish and wildlife and their habitats (resource assessment); design, operate, and maintain water systems and components for habitat development and maintenance; operate and maintain farm equipment; and hire, supervise, train and develop employees in the management of wildlife and habitats.

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> Planning, directing and implementing the operation of the Upper Butte Basin Wildlife Area (UBBWA). This consists of writing, updating and executing the area management and annual work plan(s), budget preparation and tracking, marsh, upland, and water management, development of irrigation schedules and coordination with local mosquito abatement districts(s); developing, monitoring and recording habitat management and species data to meet Department's needs and outside commitments (resource assessment). Attend meetings with constituents and other State and Federal Agencies, Department management and staff, public utility districts, local agencies, etc. Prepare Department recommendations for protection of fish and wildlife resources. Act as the first line supervisor for seven permanent professional/technical personnel and ten seasonal personnel on the UBBWA.
25%	As co-complex Manager for the NCR staffed Lands Program, the incumbent will review, perform updates and direct the implementation of Area Management Plans and annual Work Plans; preparing and organizing employee training individual development plans; prioritization of expenditures (equipment, Budget Change Proposals, Capital outlay projects); preparing and updating grant proposals and reports; commenting on and/or participating in the development and implementation of environmental documents (California Environmental Quality Act, California Endangered Species Act, Federal Endangered Species Act, Federal Energy Regulatory Commission) related to the areas and projects on a regional basis that directly and/or indirectly impact the area management and or sustainability of the Complex. Incumbent also supervises the area manager and the Environmental Scientist assigned to the Oroville Wildlife Area.
15%	Perform administration related to the day-to-day operations of the UBBWA and assist with the Complex and Region including budgets, purchasing, short form contracts, agricultural leases, other

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15%	contracts and permits. Incumbent directs and supervises the work of employees, adjusts employee grievances, or effectively recommends such actions. Review and analyze proposed legislation that may impact land conservation and management, their regulations or public uses. Incumbent will review, edit, and approve staff scientific reports, correspondence, and memorandums related to the management of the staff lands program. In addition, the incumbent will employ proper principles and techniques of personnel management and supervision and effectively implement Equal Employment Opportunity Policies. Performance of specific activities will require a comprehensive knowledge of administrative procedures, Department policies, applicable environmental laws and ecological principles. Evaluate and manage public use activities and all areas, which may include public hunting programs, fishing, school groups, and other compatible uses; participate in the development and updating or regulations as they relate to public use in the areas. Conduct workshops, scoping meetings, tours and other events to educate the public. This task requires frequent driving on and between Wildlife Area units. <u>NON-ESSENTIAL FUNCTIONS:</u> 5% Administrative tasks include tracking time worked, attending meetings such as regional all-staff and other region and program collaboration opportunities. 5% Professional Development: Implements Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Conduct original and pertinent research related to functioning habitats (managed and unmanaged) and the plants and wildlife that inhabit them. Special Personal Characteristics: Creativity in developing land management strategies, proficiency in writing and documentation. Demonstrated ability to work independently, high degree of initiative and flexibility; and a professional demeanor. Interpersonal Skills: Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary; demonstrate excellent listening skills and effective negotiation skills. Document interactions and conversations as appropriate. WORKING CONDITIONS: This position requires possession of a valid driver's license in good standing. Position is required to work atypical hours and on weekends, respond to public/employee inquiries and emergencies, at all hours of the day or night (including holidays), work in adverse weather. Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking to other locations; attend meetings and conference calls; visit the locations of proposed and permitted projects and may require hiking over uneven and possibly steep or wet terrain on project sites. Travel for up to three or more hours each way, which may include early mornings and late nights, may require occasional overnight travel. Travel is less than 5%, with occasional travel for statewide coordination and training needs. Must be willing and capable to competently use firearms in accordance with Department's Policy for Non-Enforcement Personnel to collect specimens, perform euthanasia of sick or injured wildlife, dispatch an animal(s) that poses a public or personal safety threat, remove animals that are causing damage on Department owned and/or managed lands, and deliver specialized projectiles to avert and/or haze nuisance animals, and be willing to handle animal carcasses and conduct simple tissue sampling and necropsies consistent with Department policies and procedures. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions. Residency in State owned housing at Upper Butte Basin or Gray Lodge Wildlife Area is required.

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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