

**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.*

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| <b>INSTRUCTIONS:</b> 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<br>Central Region 4                   | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-431-0762-025         |
| UNIT NAME AND LOCATION<br>Habitat Conservation, High Speed Rail, Fresno | CLASS TITLE<br>Environmental Scientist                                 |
| INCUMBENT                                                               | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-431-0762-025 |

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

Under the close supervision of the Senior Environmental Scientist (Supervisor), the incumbent is responsible for conducting activities related to permitting of the California High Speed Rail (HSR) project(s). Incumbent will address issues related to ecological impacts, hydrology and stream impacts, including HSR construction projects and operations and maintenance of constructed infrastructure on a multi-species, multi-habitat basis within the Central Region and as they may apply in principle statewide; implement and help develop emerging conservation strategies and mitigation programs. The incumbent will have knowledge of relevant regulatory programs (e.g. CEQA, NEPA, CESA, FESA, Clean Water Act), an understanding of the ecological attributes of multiple habitat types within the San Joaquin Valley, Mojave Desert, Sierra, Sequoia and coastal foothill regions as well as excellent communication, leadership, and organizational skills. The duties required for this position have highly significant consequences of error, since they often influence irretrievable commitments of land, resources, and governmental funds.

| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b> | <b>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.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| 35%                                         | <b>ESSENTIAL FUNCTIONS:</b><br>California Endangered Species Act: Incumbent has the responsibility on HSR and local projects relative to HSR, to participate in the consultation processes and prepare draft Incidental Take Permits (ITPs) and supporting documentation prepared pursuant to CESA, for Senior Environmental Scientist review. This involves representing CDFW in reviewing projects, developing requests for studies and technical information, developing draft permit conditions, monitoring protocols, and other duties. This requires coordination and negotiation with the HSR Authority, and discussion with U.S. Fish and Wildlife Service, and with other Federal, State, and local agencies |
| 30%                                         | Lake and Streambed Alteration Agreement: Incumbent has the responsibility, on HSR and local projects relative to HSR, on the review of submitted Lake and Streambed Alteration notifications, as required under Section 1600 et. seq of the Fish and Game Code, associated pre-consultation, evaluation of potential environmental effects of proposed stream alteration projects and preparation of Lake and Streambed Alteration Agreements (LSAA).                                                                                                                                                                                                                                                                 |
| 20%                                         | Compliance Review: Conduct monitoring, tracking, and compliance review of HSR CESA and Lake and Streambed Alteration (LSA) Agreements. Review compliance reporting requirements of the associated permits. Draft correspondence documenting non-compliance with CESA take authorizations and/or LSA Agreements.                                                                                                                                                                                                                                                                                                                                                                                                       |
| 10%                                         | Other Coordination: Occasionally represent CDFW by presenting its position in testimony before Federal, State and local boards and commissions in municipal, superior, and Federal courts, and before other regulatory agencies, public constituency groups, individual public members, and State/Federal legislators or their staffs; routinely respond to sensitive telephone and email inquiries and drafts written inquiry responses to HSR, government agencies, boards and commissions, consultants, and the general public. These describe the effects of active and proposed HSR projects upon natural resources, methods to determine said impacts, attendant legal requirements, measures                   |

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| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b>                                                                                                                                                                                                                                                      | <b>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.)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                               |             |
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| 5%                                                                                                                                                                                                                                                                                               | <p>necessary to prevent damage and interpretation of CDFW's position, and legal constraints/authorities and policies. The recommendations may receive review and consideration from the HSR Authority, CESA/CEQA, and LSA program supervisors, Central Region HABCON EPM, Regional Manager, Habitat Conservation Planning Branch, Office of General Counsel, and CDFW Executives.</p> <p><b>NON-ESSENTIAL FUNCTIONS:</b><br/>Attends training to enhance skills associated with performing essential functions within the HABCON Unit. Maintains professional and technical qualifications through training and/or professional committee participation. Submits monthly reporting such as time sheets and vehicle mileage logs, maintains records for vehicle maintenance.</p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to act independently; maintain a positive attitude and consistent quality of work during times when workload is heavy and under pressure; demonstrate confidence in abilities and decisions; always maintain professional demeanor.</p> <p><b>Interpersonal Skills:</b> Work as part of a team; ability to follow direction from superiors, work cooperatively with other Department program staff, and federal, State, and non-governmental organization partners; communicate effectively with superiors and coworkers. Strong interpersonal skills are highly desirable. Effective writing skills for various documents (email, reports, permits, etc.), following statewide templates and regional style manual conventions; ability to collect, compile, and analyze complex biological and ecosystem-based data; ability to work positively and effectively with colleagues including administrative and engineering classifications. Ability to pro-actively seek solutions and problem solve is a must.</p> <p><b>WORKING CONDITIONS:</b> 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 remote locations requiring travel of up to three or more hours each way, including early mornings and late nights; occasional overnight travel to reach some meeting locations. Must be able to negotiate rough and unstable terrain, conduct physically demanding work and be able to work long hours as needed; site visits may be needed year-round, including during hot central San Joaquin valley summers; must be able to safely operate a motor vehicle. Travel 35% for either training or site visits is required. Must maintain in good order all issued program vehicles, equipment, machinery, and computers. Uniform may be required.</p> |                               |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |             |
| <b>PRINT SUPERVISOR'S NAME</b>                                                                                                                                                                                                                                                                   | <table border="1"> <tr> <td data-bbox="901 1486 1377 1581"><b>SUPERVISOR'S SIGNATURE</b></td> <td data-bbox="1377 1486 1520 1581"><b>DATE</b></td> </tr> </table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>SUPERVISOR'S SIGNATURE</b> | <b>DATE</b> |
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| <b>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.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                               |             |
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