

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 Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0762-041
UNIT NAME AND LOCATION Habitat Conservation Program, Fresno	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-431-0762-041
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory) in the Central Region's Habitat Conservation Program, this position is part of a statewide team that assists in the overall administration of the California Department of Fish and Wildlife (CDFW) Cutting the Green Tape (CGT) program, to increase the pace and scale of environmental restoration through coordination of granting and permitting activities.	

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> Restoration Permitting: Incumbent prepares regulatory permits for restoration project implementation and monitoring, including California Endangered Species Act (CESA), Fully Protected Species (FPS), and non-listed species take authorizations via CDFW's new Restoration Management Permit or other CDFW authorizations. Incumbent develops CESA Restoration Consistency Determinations for single-project and programmatic Incidental Take Statements/Biological Opinions. Develops Lake or Streambed Alteration Agreements (LSAAs), including LSAA measures to reduce short-term impacts to important species and habitats. Participates in the California Environmental Quality Act (CEQA) environmental review process including reviewing project specific and programmatic CEQA documents, filing CEQA Notices of Determination and preparing other documents related to CEQA. Incumbent engages in consultation, reviews lead agency CEQA determinations and prepares CDFW Director concurrences pursuant to Public Resources Code section 21080.56 CEQA Statutory Exemption for Restoration Projects (SERP). Conducting site visits to permitted sites to check compliance with permits, this task includes the operation of a state vehicle.
25%	Grant Management: Incumbent will serve as grant manager for CDFW funded grant projects, including those funded under Proposition 1, Proposition 68, the Fisheries Restoration Grant Program, as well as other grant programs in support of CDFW's mission. Grant managers provide technical oversight of CDFW grants, coordinate with CDFW's Watershed Restoration Grants Branch, and work with grantees in the development of newly awarded grants, finalize grant agreements, review deliverables, approve invoices for payment, and pre- and post-construction monitoring. Incumbent will maintain and update all documents related to grants that they manage, including, but not limited to, invoices, deliverables, amendments, written correspondences related to grants, and any other documentation necessary for an auditable file. Provides scientific leadership by participating in grant application technical review teams and technical reviews of restoration project designs; ensures that recommendations for performance measures and monitoring protocols are scientifically sound; and develops additional protocols as needed. Reviews grant proposal permitting strategies and makes recommendations to improve

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	environmental review and permitting efficiency at the earliest stage. Assists in the development of reports and materials to support the grant programs and highlight metrics of grant funded projects. Incumbent assists in developing solicitations, evaluating proposals; negotiating, developing, and managing grant agreements and/or contracts, and maintaining communication and collaboration with grant recipients. Conducting site visits of sites that received grant funds to monitor compliance with grant agreements. This task includes the operation of a state vehicle.
15%	Restoration Permitting: Coordinates with restoration projects utilizing the State Water Board's General Order for Small Habitat Restoration Projects and the Statewide Restoration General Order. Incumbent reviews Habitat Restoration and Enhancement Act (HREA) documents and prepares Approvals and Consistency Determinations.
10%	Cutting Green Tape Program Implementation: Incumbent will support the administration of CDFW's Cutting the Green Tape (CGT) program, including coordination with statewide CGT team, led by the CGT Environmental Program Manager, in the development of efficiency improvements to grant program administration and environmental permitting coordination. Participates in regional and Department wide committees in the assessment and development of environmental permitting options and process improvements for restoration projects. Includes development of programmatic permitting options, improved permitting timelines, and development of a statewide Department permitting strike team approach to assisting restoration projects with early engagement and tracking of permitting process.
5%	Stakeholder Coordination and Communication: Incumbent participates in meetings with representatives from the Department, other agencies, and stakeholders to maintain coordination on restoration projects, specifically with the restoration community and environmental permitting agencies. Provide early guidance to stakeholders developing future restoration projects. Assist with development of scientific monitoring methods for permit compliance and project effectiveness. May participate in the development of peer-reviewed scientific publications and other outreach efforts such as popular media articles. Provides input into strategic priorities as directed by supervisor.
5%	NON-ESSENTIAL FUNCTIONS: Perform administrative tasks, including tracking of hours worked. Participate in career development and training, including annual discussions regarding performance appraisals and individual development plans (IDPs) with the supervisor. Actively participate in strategic and annual work planning. WORKING CONDITIONS: Office will be located in Fresno. The 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 workgroups in person with state and federal agency staff and various stakeholders or via conference call or video conference. The position may require travel up to 15% of the time throughout the state including early mornings, late nights, hiking over uneven and possibly steep or wet terrain, and work in inclement weather. A valid California's driver's license is required to drive to meetings and field sites. This position will require a uniform when conducting field work.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME	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	EMPLOYEE'S SIGNATURE	DATE