

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 WFD/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0765-066
UNIT NAME AND LOCATION Wildlife Diversity Program, West Sacramento	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of a Senior Environmental Scientist (Supervisory), and as a member of the California Department of Fish and Wildlife's (Department) Wildlife Diversity Program within the Wildlife Branch, the incumbent initiates and implements activities related to the conservation and recovery of rare, threatened, and endangered native terrestrial wildlife. The incumbent will lead the Department's implementation of Assembly Bill 1319 as it relates to native terrestrial wildlife species and serve as part of a team assessing the status of rare, threatened, and endangered native wildlife species listed or being proposed for listing under the California Endangered Species Act (CESA). The incumbent is also responsible for providing direction, guidance, and technical expertise to the Department for the conservation and management of native wildlife and serves as the Department representative on interagency teams, technical working groups, and policy teams. Specific duties and responsibilities include:

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> Provisional Candidate Monitoring and Listing. Lead the Department's implementation of Assembly Bill 1319 as it relates to native wildlife species. Monitor actions by the federal government that could result in a decrease in endangered or threatened species protections. Analyze impacts to federally listed wildlife species to determine if loss of federal protection would substantially impact the species and if listing those species as provisional candidates under CESA would significantly reduce impacts. Coordinate with Department staff in-person to establish criteria and considerations for adding federal listed species to the list of provisional candidates under CESA. Coordinate the Department's response to federal listing and status review actions related to native wildlife. Analyze existing information on the current condition of species including information on population trends, distribution, management, mitigation requirements, and the degree and immediacy of impacts to these species in relation to all existing threats. Prepare and publish findings in the California Regulatory Notice Register for species deemed to be a provisional candidate species pursuant to CESA. Present findings for provisional candidate listings in-person to the Fish and Game Commission (Commission) as needed. Work with staff from other Branches, Regions, and the Office of General Counsel to ensure consistent templates and development standards related to provisional candidate monitoring, adoption of findings, and reporting.
20%	CESA Listing and Review. Prepare status reviews for provisional native wildlife candidate species and petitioned native wildlife species, and present findings in-person to the Commission. Primarily use desktop methodologies to compile the best scientific information available to assess the status of candidate wildlife and their habitats. Prepare petition evaluation reports, and present findings in-person to the Commission. Provide recommendations for management activities and for recovery of the species. Lead coordination efforts within the Department's Regions and Branches, as well as federal, state, tribal, and stakeholder partners during the evaluation of the status of species

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	petitioned for listing. Work closely with staff from other Branches, Regions, and the Office of General Counsel to ensure consistent petition evaluation and status review templates and development standards.
10%	Species Reviews: Assist with the preparation of species reviews for native wildlife species listed under CESA. Evaluate information and materials for inclusion in species reviews based upon sound science, thoroughness, completeness, incorporation of most recent scientific findings, and utility. Ensure species reviews are consistent with the information and guidelines specified in Fish and Game Code Section 2077 and include the best scientific information available to the Department. Provide a final species review as a written report and subsequent in-person presentation to the Commission.
10%	Recovery Planning and Reporting. Prepare, review, and consult on technical reports, briefings, concept papers, conservation strategies, recovery plans, and grant proposals. Represent the Department in multi-agency coordinated efforts toward recovering CESA listed native wildlife, including assessment and compilation of information related to current recovery actions, risks, monitoring, and status. Ensure that effective measures are incorporated into planning and implementation of large-scale conservation plans, conservation strategies, technical reports, briefings, and other documents relating to special-status native wildlife. Lead or participate at meetings and negotiations with local, State, and Federal agencies, tribal governments, non-profit organizations, and the private sector.
10%	Internal and External Coordination. Participate as part of the Department's CESA Biodiversity Resilience Team and track the program's workload metrics related to assessing the status of rare, threatened, and endangered native wildlife listed or being evaluated for listing under CESA. Participate in statewide Biodiversity Resilience staff coordination meetings in person. Work with Department staff, researchers, and stakeholder groups in developing protocols for the analysis of the status of listed wildlife, their habitats, and implementation of recovery efforts, including in-person meetings as needed. Prepare reviews of and analyze legislation and legislative bill language related to sensitive species conservation and management issues affecting the Department. Provide technical and procedural guidance to Department leadership and regional staff. Collaborate and foster relationships with tribal partners in accordance with the Department's Tribal Communication and Consultation Policy. Recommend, develop, and deliver policy, guidance, training, or workshops on topics pertaining to conservation of high-priority native wildlife species, including in-person events as applicable. Respond to requests for information from stakeholders and agencies. Provide information on the Department's policies to federal, state, or local agencies, tribal governments, and public groups or individuals requesting guidance and information.
5%	Permitting and Monitoring. Assist in the review and issuance of Fish and Game Code section 2081(a) scientific, educational, or management permits for state-listed wildlife. Review and revise standard protocols or procedures for monitoring and research on CESA-listed species. Provide recommendations for improved data collection techniques for monitoring efforts.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Attend in-person and virtual training as needed to enhance performance in the position and program knowledge. Represent the Branch and Program by participating in Department statewide working groups. Maintain biological field expertise by occasionally traveling by vehicle for up to 8 hours to conduct on-site habitat assessments or species surveys in coordination with Department staff, local resource management groups, and other organizations. Perform other administrative duties including monthly preparation and discussion of significant activities with the Senior Environmental Scientist (Supervisory), time expenditures reports, expense claims, annual individual development plans, and annual work plans. WORKING CONDITIONS: The position requires working in an office setting at least four days per week and requires the use of a computer for several hours each day; the completion of office tasks that require sitting, standing, and moving to other locations, and attendance at meetings. The

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	position may require driving a vehicle to conduct fieldwork and occasional travel up to 5%, including travel by vehicle up to 8 hours to attend meetings or conduct fieldwork. A valid California's Driver's license is required to drive to project sites and may require travel of up to three or more hours each way including overnight travel, early mornings and late nights; hiking over uneven and possibly steep or wet terrain and use of an ATV; work in inclement weather. The position may require the incumbent to wear a uniform identifying the employee as Department staff.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Neil Clipperton	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