

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 Wildlife-Fisheries Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-905
UNIT NAME AND LOCATION Game Program, West Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

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

Under the close supervision of the Senior Environmental Scientist (Supervisory), Big Game Supervisor, this position is focused on protecting the state's wildlife resources and providing for their public use, and the enhancement and management of fish and wildlife and their habitat. Specifically, through the Private Lands (PLM) program and the Shared Habitat Alliance for Recreational Enhancement (SHARE) Program. This position requires close coordination with regional staff to improve habitats and includes presenting information and new regulations at the Fish and Game Commission (FGC) in person and virtually. Responsible for the management of various data repositories and will be required to produce various reports based on that information. The person must exercise a high degree of initiative and independent judgment in developing, implementing, and evaluating work. This position will interact with many landowners to answer questions, facilitate program enrollment, discuss contracts and licenses, improve habitat and promote hunting opportunities. A very high degree of personal initiative, coordination, and sound judgement is expected in the development of the SHARE and PLM programs. Employee needs to be able to work in an office environment, conduct some field work and may be required to wear a uniform when meeting with program participants or conducting field work.

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> SHARE Program Coordination • Coordinate SHARE Program activities in-person and in virtual teams with CDFW regions and other stakeholders. • Facilitate and expand public hunting opportunities on private lands. • Work with non-governmental organizations (NGOs), and private landowners to implement public access. • Monitor the dedicated account and provide accurate budget information to supervisor. • Serve as the Branch contact for public information electronically, virtually and in-person regarding the SHARE Program and prepare and distribute program information to the public in coordination with the Office of Communications, Education and Outreach (OCEO). • Drive a state 4x4 vehicle up to 10 hours per day to visit private property owners and regional staff to facilitate coordination.
30%	Private Lands Management (PLM) Program Coordination • Review and process PLM applications (Initial, Annual Renewal, New) with Regional staff for Fish and Game Commission consideration. • Coordinate in-person and in virtual teams with CDFW regions on the creation of management plans to meet required elements and comply with laws, regulations, and policies (PLM Handbook). • Serve as the Branch contact for public information regarding the PLM Program and prepare and distribute program information to the public electronically, virtually and in-person in coordination with

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20%	• Support collaboration with regions, landowners and partners to refine, test, and implement BMPs tailored to site-specific conditions. • Drive a state 4x4 vehicle to visit private property owners and regional staff to facilitate coordination. Administration, Hunt Coordination, Process Improvement • Maintain a central repository for SHARE and PLM documentation including participating properties, agreement provisions, program results, habitat management plans, documented concerns, feedback, licenses, contracts, and related records. • Collaborate in person and virtually with the License and Revenue Branch and Information Technology (IT) staff on process improvements related to tag availability, special hunts and draws, hunter information dissemination, and associated workflows. • Participate in-person and virtually at meetings and when presenting program updates, information, and new regulations to the Fish and Game Commission. • Ensure timely completion of administrative deliverables to the Fish and Game Commission and maintain organized documentation across all program areas. • Respond to questions from hunters and other interested parties regarding the PLM and SHARE programs verbally and in writing. • Identify efficiency opportunities and support testing and implementation of updated systems and processes. • Prepare public-interest articles regarding PLM and SHARE through Department and NGO publications and provide periodic updates to the Program webpages and PLM Handbook. • Maintain program related equipment and vehicle.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of program goals and objectives. <u>KNOWLEDGE AND ABILITIES:</u> Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues. Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.

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	DESIRABLE QUALIFICATIONS: Special Personal Characteristics: Maintains productivity for completed staff work. Effectively manages time through goal setting, prioritizations and work planning. Evidence of being a strong team player who is organized remains flexible to changing priorities. Demonstrated ability to successfully engage, interact, and communicate with scientific staff, stakeholders, and diverse public audiences. Must possess strong written and verbal communication skills. WORKING CONDITIONS: The position requires working in a cubicle in an office setting at least 4 days per week using a computer keyboard in a sitting and/or standing position several hours a day, unless State or CDFW policies require or allow otherwise, and may require walking or standing for brief periods to access files, references, and other program materials. The position requires travel (overnight travel not to exceed 5%), including travel by vehicle for up to 10 hours to attend meetings or conduct fieldwork, and may occasionally work at odd or irregular hours to meet project deadlines. The incumbent facilitates and attends virtual and in-person meetings and conference calls. There may be occasional work at odd or irregular hours to meet project deadlines. Must wear Department uniform when doing field work. Ability to operate a 4-wheel-drive vehicle. Attend on and off-site meetings. Some overnight travel is required.	
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