State of California Department of Fish and Wildlife
DUTY STATEMENT **E-R6 WR SB 25-006**
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **CURRENT**

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

DFW DIVISION/BRANCH/REGION/OFFICE Inland Deserts Region (R6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0765-905
UNIT NAME AND LOCATION Habitat Conservation South, Southern California Edison (SCE) - Ontario	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Environmental Scientist (Supervisory), the Senior Environmental Scientist (Specialist) serves as the liaison between the California Department of Fish and Wildlife and Southern California Edison's (SCE) for SCE projects. Independently identify problems, develop course of action, and conduct studies, reports, documents, and fieldwork; provide consultative advice to Southern California Edison (SCE) on behalf of the CDFW Habitat Conservation Program, coordinating with regional and statewide staff on SCE-related projects and supporting environmental review, permitting, and conservation planning functions across the Inland Deserts Region. These responsibilities—primarily focused on SCE projects from 2025–2027 including Control-Silver Peak, El Dorado-Lugo-Mojave Cathodic Protection, and others—requires extensive knowledge of California fish and wildlife resources, ecological principles, permitting laws, along with sound judgment and initiative.	

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.)
	ESSENTIAL FUNCTIONS:
45%	**Project Evaluation, Environmental Assessment, and Document Preparation**. Collaborate with SCE and Senior Environmental Scientist (Supervisory) to assess and prioritize environmental review, permitting, and conservation planning workload in alignment with CDFW goals and regulatory timelines. Hold meetings with project proponents both in the office and on-site to perform field inspections of proposed project locations. Assess the natural fish and wildlife resources, evaluate potential project-related impacts, and formulate CDFW's recommendations, measures or conditions, and other supporting materials related to CDFW's California Environmental Quality Act (CEQA) lead, responsible, and trustee agency responsibilities, California Endangered Species Act (CESA) incidental take permits and consistency determinations (Fish and Game Code § 2050 et seq.), Lake And Streambed Alteration (LSA) Agreements, Master LSA Agreements, Routine Maintenance LSA Agreements, extensions, and amendments (Fish and Game Code § 1600 et seq.), Natural Community Conservation Planning (NCCP) consistency determinations, and fire prevention and resiliency, for supervisor approval. Review CEQA document materials for adequacy (per CEQA guidelines and case law), evaluate CESA applications and LSA Notifications for completeness, verify fee payment, analyzing documentation, and preparing written comments, guidance, and/or permitting packages. Work collaboratively with internal CDFW Habitat Conservation staff to advance overall CEQA, CESA, and LSA program goals and may assist in preparing guidance or policy documents. Maintain project files, tracking systems, and correspondence for administrative record. Use Microsoft Office software to prepare clear, complete, and technically accurate reports; collect environmental data; review, check, and interpret scientific data and reports.
35%	**Habitat Conservation Programs Implementation, Compliance, and Monitoring**. Meet with project proponents both in the office and in the field to ensure implementation of CEQA requirements, CESA

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	Incidental Take Permit conditions of approval, LSA agreement measures, and NCCP compliance measures, including required plans and mitigation for project impacts. Conduct compliance monitoring, as necessary, for existing CEQA document(s), CESA ITPs, and LSA agreements through desk reviews and site visits. Site visits may involve travel to remote areas that are not accessible by public transportation. Draft correspondence documenting non-compliance and develop additional permit terms and remedial actions as needed. Prepare reports and correspondence, collect and analyze environmental data, and attend meetings. Coordinate with the Law Enforcement Division's Wildlife Officers and other state and local agencies to address non-compliance and enforcement efforts. Review post-project mitigation and implementation to ensure compliance with original project documentation. Maintain project files, tracking systems, and correspondence.
10%	**Advisory Role**. Serve as CDFW's lead on work groups and scientific advisory groups. Assess species and habitat conservation needs for use in conservation blueprints. Provide technical assistance, identify problems, and develop solutions for biological methods and protocol standards. Guide SCE on compliance with state and federal laws, regulations, and policies. Review, analyze, and draft documentation for the permanent conservation of mitigation lands. Prepare conservation easement packages, title reports, long-term management plans, and Property Analysis Records (or similar long-term funding calculations) for mitigation lands, for supervisor finalization and Department approval. Assist, provide regulatory/program guidance, or act as a mentor and lead to entry-level staff within the Inland Deserts Reion on CEQA, CESA, and LSA. Prepare correspondence (e.g., emails, memos, letters, forms), as assigned, for Director's referrals, legislative requests, media inquiries, and the general public.
5%	**Budgets**. Track and manage budget expenditures for projects funded by the SCE reimbursable contract and CEQA Lead Agency reimbursable contracts related to SCE projects. Support administrative staff and accounting in reconciling budgets and invoices through tracking and review of labor hours and expenditures.
	NON-ESSENTIAL FUNCTIONS:
5%	**Professional Development, Training, and Administrative Tasks**. Attend internal and external training. Present relevant information at professional meetings and conferences. Prepare expense claims, timesheets weekly workload reports, progress reports, and other administrative duties as required and within the period and manner requested. Assist Ontario office-based program staff as needed.
	WORKING CONDITIONS: The position will be headquartered in the Ontario office, with site visits throughout the Inland Deserts Region, including Mono, Inyo, San Bernardino, Riverside, and Imperial Counties. Travel up to 50% per month within or outside of the Inland Deserts Region may also be required, requiring the ability to drive up to eight hours. Field site visits and travel will be necessary. The incumbent must be able to walk on uneven, hilly terrain, in various habitats include but not limited to deserts, grassland, riparian, and/or high altitudes (8,000 - 11,000 feet), wade in streams, all while carrying a 40-pound backpack for up to six hours. The position also requires the ability to use a computer keyboard and Microsoft Office software for up to eight hours per day, and to complete office tasks that involve sitting, standing, and walking to other locations. The role also includes coordinating and participating in meetings and conference calls, as well as attending in-person meetings and workgroups with stakeholders and local, state, and federal agencies within the Inland Deserts Region as well as Regions 4 and 5. The Position may require the incumbent to wear a uniform identifying the employee as CDFW staff. This position offers the possibility of a hybrid- telework agreement based on the Department's current Telework Policy.

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.)

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**

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UNIT NAME AND LOCATION Habitat Conservation South, Southern California Edison (SCE) - Ontario	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), the Environmental Scientist serves as the liaison between the California Department of Fish and Wildlife and Southern California Edison (SCE) for SCE's projects. The incumbent will perform a variety of the less difficult and responsible professional scientific office and field work such as: gathering data; perform analysis; conduct research, surveys, and investigations; write preliminary reports; conduct project compliance site visits across a wide geographic area; provide consultative advice to SCE on behalf of CDFW's Habitat Conservation Program; coordinate with regional and statewide staff on SCE projects; and supporting environmental review, permitting, and conservation planning functions across the Inland Deserts Region. These responsibilities—primarily focused on SCE projects from 2026–2030 including Lake Sabrina and Bishop Creek Reservoirs, El Dorado-Lugo-Mojave Circuit Maintenance, Ivanpah-Control, and others—requires extensive knowledge of California fish and wildlife resources, ecological principles, permitting laws, along with sound judgment and initiative.	

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45%	**ESSENTIAL FUNCTIONS**: **Project Evaluation, Environmental Assessment, and Document Preparation**. Collaborate with SCE and Senior Environmental Scientist (Supervisory) to assess and prioritize environmental review, permitting, and conservation planning workload in alignment with CDFW's goals and regulatory timelines. Hold meetings with SCE both in-office, and in-field, to perform inspections of proposed project locations. Assess the natural fish and wildlife resources, evaluate potential project-related impacts, and draft CDFW's recommendations, measures or conditions, and other supporting materials for supervisor approval related to: CDFW's California Environmental Quality Act (CEQA) lead, responsible, and trustee agency responsibilities; California Endangered Species Act (CESA) incidental take permits and consistency determinations (Fish and Game Code § 2050 et seq.); Lake And Streambed Alteration (LSA) Agreements, Master LSA Agreements, Routine Maintenance LSA Agreements, extensions, and amendments (Fish and Game Code § 1600 et seq.); Natural Community Conservation Planning (NCCP) consistency determinations; and fire prevention and resiliency. Review CEQA document materials for adequacy per CEQA guidelines and case law, evaluate CESA applications and LSA Notifications for completeness, verify fee payment, analyzing documentation, and preparing written comments, and/or permitting packages. Work collaboratively with internal CDFW Habitat Conservation staff to advance overall CEQA, CESA, and LSA program goals, and may assist in preparing policy documents. Maintain project files, tracking systems, and prepare drafts of routine correspondence for administrative record. Use Microsoft Office software to prepare clear, complete, and technically accurate reports; collect environmental data; review, check, and interpret scientific data and reports.

35%	**Habitat Conservation Programs Implementation, Compliance, and Monitoring**. Meet with project proponents both in-office, and in-field, to ensure implementation of CEQA requirements, CESA Incidental Take Permit conditions of approval, LSA agreement measures, and NCCP compliance measures, including required plans and mitigation for project impacts. Conduct compliance monitoring, as necessary, for existing CEQA documents, CESA ITPs, and LSA agreements through desk reviews and site visits. Travel to site visits within remote areas not accessible by public transportation. Draft correspondence documenting non-compliance and develop additional CESA permit or LSA Agreement conditions, measures, and remedial actions as needed. Prepare preliminary drafts of reports and correspondence, collect and analyze environmental data, and attend meetings. Coordinate with CDFW's Law Enforcement Division's Wildlife Officers and other state and local agencies to address non-compliance and enforcement efforts. Review post-project mitigation and implementation to ensure compliance with original project documentation. Maintain project files, tracking systems, and correspondence.
10%	**Advisory Role**. Answer questions of a routine nature for SCE on compliance with state and federal laws, regulations, and policies. Review, analyze, and draft documentation for the permanent conservation of mitigation lands. Prepare conservation easement packages, title reports, long-term management plans, and Property Analysis Records (or similar long-term funding calculations) for mitigation lands, for supervisor finalization and Department approval. Assist and provide regulatory/program input within the Inland Deserts Region on CEQA, CESA, and LSA. Prepare correspondence (e.g., emails, memos, letters, forms), as assigned, for Director's referrals, legislative requests, media inquiries, and the general public.
5%	**Budgets**. Track and manage budget expenditures for projects funded by the SCE reimbursable contract and CEQA Lead Agency reimbursable contracts related to SCE projects. Support administrative staff and accounting in reconciling budgets and invoices through tracking and review of labor hours and expenditures.
	NON-ESSENTIAL FUNCTIONS:
5%	**Professional Development, Training, and Administrative Tasks**. Attend internal and external training. Present relevant information at professional meetings and conferences. Prepare expense claims, timesheets weekly workload reports, progress reports, and other administrative duties as required and within the period and manner requested. Assist Ontario office-based program staff as needed.
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