State of California Department of Fish and Wildlife
DUTY STATEMENT **E-R6 ESNM 26-006**
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) 565-603-0765-905
UNIT NAME AND LOCATION Habitat Conservation, Energy 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) and as part of the California Department of Fish and Wildlife (CDFW) Inland Deserts Regional Habitat Conservation Planning (HabCon) Program, the Senior Environmental Scientist (Specialist) serves as the lead for conservation and mitigation banks and Permittee-responsible land acquisition packages submitted by Heron Pacific, LLC (Wildlands). Additionally, this position is responsible for environmental review and permitting Wildlands projects within the Inland Deserts Region including Lake and Streambed Alteration (LSA) permitting; California Endangered Species Act (CESA) early consultation and issuance of Incidental Take Permits (ITPs); and California Environmental Quality Act (CEQA) review. This workload will require the incumbent to independently perform a variety of professional, scientific, office and field work such as: providing technical review; identify problems; developing courses of action; conducting project review and compliance site visits across a wide geographic area; providing consultative advice to Wildlands on behalf of CDFW's Habitat Conservation Program; coordinating with regional and statewide staff on banking and land acquisition; and supporting environmental review, permitting, and conservation planning functions across the Inland Deserts Region related to Wildlands projects. Wildlands projects expected between 2026–2028 include, but are not limited to, Little Chuckwalla Conservation Bank, West Harper Conservation Bank, and National Trails Conservation Bank.

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%	**ESSENTIAL FUNCTIONS**: **Conservation and Mitigation Banking.** Conduct administrative review and processing of banking documents, including draft Prospectus, Prospectus, and Bank Agreement packages, including Bank Enabling Instruments (BEI), conservation easements, development and interim management plans, long-term management plans, and real estate records. Conduct biological assessments of bank sites, including reviewing biological survey reports, aquatic resource delineations, and Phase 1 Environmental Site Assessments; habitat and species suitability; habitat quality/baseline conditions; habitat connectivity; and long-term conservation values. Evaluate feasibility of bank development and management, including credit establishment, performance criteria, service areas, access/trespass issues, cost analysis, and financial securities. Ensure appropriate implementation of established Mitigation and Conservation Banks by tracking credit sales and transfers, payment of fees consistent with the Fish and Game Code, submission of deliverables, and compliance with regulatory deadlines. Prepare written correspondence, participate in meetings, and engage in coordination with bank signatory agencies, bank sponsors, landowners, land managers, conservation easement grantees, endowment holders, and other stakeholders regarding bank processes. Independently represent the

	Banking Program during inter-agency and intra-agency working groups and/or teams, workshops, seminars and training to facilitate Banking Program goals and requirements.
25%	**Habitat Mitigation Land Acquisition (HMLA) Packages.** Review and process HMLA packages related to Wildlands' banks and Permittee-responsible mitigation following current, internal guidance and procedures. Conduct preliminary assessments and make recommendations regarding property eligibility to meet mitigation requirements through review of biological surveys reports and completion of site visits using a State vehicle which includes driving to remote locations for extended hours where public transportation may not be available. Coordinate with Habitat Conservation Planning Branch's (HCPB) Mitigation Property Document Analysis (MPDA) team on findings of property-related documents, including preliminary title reports, Phase 1 Environmental Assessment reports, plottable easement maps, and mineral risk assessments that could affect the property's conservation values, and prepare recommendations for preliminary acceptance. Compile and review updated real property documents with MPDA team and Office of General Counsel (OGC), including draft conservation easement deeds, legal access easements, and draft subordination agreements. Review, compile feedback, and coordinate necessary revisions to draft management plans and endowment assessments to ensure appropriate funding for perpetual monitoring and management of target species and habitats. Conduct due diligence reviews for entities proposed to hold and/or manage interest in conservation lands.
10%	**Bank Implementation, Monitoring, and Compliance**. Compile and manage complete electronic files for approved banks, including credit ledgers, annual reports, and correspondence. Track, collect, and prepare written correspondence requesting and/or acknowledging fee and financial security submissions for each phase of bank implementation. Monitor and communicate timelines and associated deliverables for each bank. Track bank compliance through review of draft and executed credit sales and transfer agreements, bank-produced credit ledgers, and annual reports. Evaluate performance criteria and effectiveness of interim and long-term management and prepare recommendations and written correspondence regarding credit and security releases. Coordinate with HCPB, OGC, CDFW Law Enforcement Division (LED), and signatory agencies to address non-compliance and enforcement efforts. Maintain electronic project files, update HCPB bank tracking systems, and provide annual banking reports, as requested by HCPB.
5%	**Environmental Review and Permitting**. Evaluate Wildlands' potential project-related impacts, and formulate 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, consistency determinations, and memoranda of understanding (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.
5%	**Advisory Role**. Serve as a lead on work groups, scientific and regulatory advisory panels, and statewide forums to develop regional and statewide procedures and guidelines related to banking and HMLA processes. Collaborate with headquarters staff in updating and drafting policies, procedures, and regulations consistent with the Fish and Game Code. Advise Wildlands on compliance with state and federal laws, banking regulations and process, and other policies/procedures affecting their projects. Act as a mentor and lead to entry-level staff within the Inland Deserts Region on banking and HMLA processes. Prepare correspondence (e.g., emails, memos, letters, forms), as assigned, for Director's referrals, legislative requests, media inquiries, and the general public.
5%	**Contract Reporting and Budget**. Maintain project tracking spreadsheet developed in coordination with Wildlands, including hours worked, tasks initiated and completed, and proposed timelines for project deliverables. Track and manage budget expenditures for projects funded by the Wildlands reimbursable contract related to Wildlands projects. Support administrative staff and accounting in reconciling budgets and invoices through tracking and review of labor hours and expenditures.

5%	**NON-ESSENTIAL FUNCTIONS:** **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. The position requires the ability to drive state-owned vehicles for up to three or more hours each way and maintain a valid driver's license, sometimes including early mornings and late nights or on consecutive days. Travel within the State up to 20% (one to three days in length) may also be required one to three times per year. The incumbent must be able to walk on uneven and hilly terrain for long distances (e.g., 10 miles or more), through wet and dry terrain, on and off trail. The position 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 working groups with stakeholders in addition to local, state, and federal departments and agencies, within the Inland Deserts Region. This position offers the possibility of an office centered-telework agreement based on the Department's current Telework Policy. The Position may require the incumbent to wear a uniform identifying the employee as CDFW staff.

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**