State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**

☐ **CURRENT**

E-R1 F 26-020

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 WFD/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0756-xxx
UNIT NAME AND LOCATION Wildlife Diversity Program, West Sacramento	CLASS TITLE Environmental Program Manager (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general supervision of the Wildlife Branch Chief, the Environmental Program Manager directs the Department's Wildlife Diversity Program, which includes over 20 staff. The Manager directly supervises three supervisory and three staff scientists who, in turn, supervise and lead permanent and temporary scientific staff. This position is responsible for managing five program units: 1) California Endangered Species Act unit, 2) Scientific Collecting Permit unit, 3) Conservation and Recovery unit, 4) Monitoring and Assessment unit, and 5) State Wildlife Plan unit. Through the oversight of these units, the manager is responsible for monitoring and assessment, regulation development, public use, endangered species status assessment and recovery planning, species conservation and management, and scientific research permitting as it relates to critically sensitive threatened or endangered species, species of special concern, and nongame wildlife species of California. The position is leader for the implementation of policy direction, budget management, priority development, and coordination with other programs and regional counterparts and Department leadership. This position directs project development and review for significant funding sources available to the Department such as the federal Traditional Section 6 program, State Wildlife Grant Program, and State tax-check off funds for endangered species. The position represents the Department to other state and federal government agencies, non-government organizations, and the public.

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:
40%	**Supervision and Management**: Supervises and evaluates a varied group of supervisory and non-supervisory environmental scientists and temporary staff who implement Wildlife Diversity Program (Program) activities to conserve nongame wildlife species and their environments and recover threatened and endangered wildlife species. Hires, promotes, rewards, and disciplines employees; develops and communicates expectations through verbal and written methods and skills; addresses employee grievances and recommends/initiates personnel actions as needed; provides for professional development and training of staff and in managing the program; implements human resource policies and programs of the State to ensure compliance with applicable laws and policies. Evaluates program achievements and reports on those achievements to leadership. Reviews Program reports, briefings, and other technical documents and materials. Reviews and approves contracts and payable grant packages, Memorandums of Understanding, California Endangered Species Act evaluations, project annual and final performance reports, and other Program documents. Responsible for Program budget development and administration. Acts in absence of the Branch Chief and participates in long-term Wildlife Branch planning. Requires in-person attendance to conduct these duties.
30%	**Program Development**: Responsible for planning and managing the implementation of Department activities for the conservation, natural resource management, environmental protection, scientific investigation, and public use of wildlife species under the Program's purview including development and implementation of environmental policies adopted by the Department's leadership and managing

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.)
	the reporting of environmental, habitat, and species population investigations from Program activities. Manages California Endangered Species Act listing, status reviews, recovery planning actions, Scientific Collecting Permits, and other regulatory work assignments. Requires in-person attendance to conduct these duties.
15%	**Interagency and Constituency Coordination**: Engages in and represents the Department in significant and complex interagency and constituent coordination including developing and maintaining relationships; drafting policy; handling sensitive negotiations among other agencies and constituents on conservation and recovery actions. Regularly coordinates with and represents the Department before agencies and constituents; gives presentations to agencies, constituent groups and the public; and participates in meetings of Federal, State, and local agencies and the private sector. Requires in-person attendance and driving a state vehicle to meetings at Department and external meetings to conduct these duties.
10%	**Regulation and Policy Development**: Develops and analyzes proposed legislation and regulations; prepares reviews and edits scientific, technical, and administrative reports; represents the Department on general sensitive wildlife and habitat issues at public meetings, hearings, and court cases. Facilitates resolution of difficult issues regarding threatened and endangered species, species of special concern, nongame species, and their habitats. Develops and advises on wildlife policy and provide technical input and review related to wildlife and habitats during acquisition, planning, and management of public lands. Develops and oversees the review of legislative bills. Responds to requests for information from Department leadership, Federal, State, and local agencies, the public, the State Legislature, and others; and provides expert testimony at public hearings and during legal proceedings. Requires in-person attendance and driving a state vehicle to conduct these duties.
5%	**NON-ESSENTIAL FUNCTIONS:** Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Wildlife Branch and Program goals and objectives.
	WORKING CONDITIONS: The position supervises office-based staff and requires working in an office setting at least four days per week, including 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 of in-person and online meetings. Overnight travel 5% of time performing duties throughout the state may be required. Work may sometimes occur early in the morning and late in evenings. Field work may occasionally be required and may involve hiking over uneven and possibly steep or wet terrain and work in inclement weather. A valid driver's license is required to drive to meetings and field sites. Use of alternative methods of transportation (e.g., all-terrain vehicles) may also be required. 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	SUPERVISOR'S SIGNATURE	DATE
Scott Gardner		

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