State of California Department of Fish and Wildlife ☒ **PROPOSED**

DUTY STATEMENT

DFW 242A (REV. 07/18/22) ☐ **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 South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-531-0762-031
UNIT NAME AND LOCATION Habitat Conservation Planning Program, San Diego	CLASS TITLE Environmental Scientist
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-531-0762-031
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of a Senior Environmental Scientist (Supervisory), the incumbent independently performs assigned duties and has responsibility for assisting participating jurisdictions in the development and implementation of Natural Community Conservation Plans (NCCP) (2800 et seq.) and will work on permitting, compliance, and monitoring of projects related to California Environmental Quality Act (CEQA), California Endangered Species Act (CESA), and Lake and Streambed Alteration (LSA) within a specific geographical area within the CDFW's South Coast Region Habitat Conservation Planning Program. With detailed instruction and in accordance with specific standards, the Environmental Scientist will work with permitting and compliance of current laws, regulations, CDFW policy, and procedures pertaining to the protection of biological resources. Tasks are expected to include but not be limited to the following: draft permits, review environmental documents, facilitate mitigation completion, facilitate review of permittee responsible mitigation, and lands packages (e.g. review long term management plans, interim management plans, Property Analysis Records (or similar), biological resources report for mitigation lands, GIS shapefiles of mitigation lands, habitat land acquisition documents, and draft Due Diligence Letters) as appropriate.	

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:
35%	**NCCP Planning and Implementation:** Serve as Department lead in assigned areas for habitat conservation planning, watershed protection, and regional conservation plans. Incumbent may represent CDFW in planning meetings and in scientific advisory groups, assess species and habitat conservation requirements, and coordinate with other regulatory agencies. Prepare Natural Community Conservation Plan (NCCP) documents and permits (DFG Code 2800 et seq.) under close supervision. Consistent with priorities established by the Region, incumbent will assess projects affecting NCCP plans and other regional planning efforts and provide informal or formal comment, review CEQA and other documents, and prepare letters for supervisory signature. Coordinate with other regulatory agencies and local jurisdictions as necessary to ensure that comments are consistent with Department policy and regulations, regional conservation plan requirements, or other relevant guidance. Prepare scopes of work and related documents and serve as Department Lead and/or Grant Manager (i.e., review invoices, ensure timely progress and adequacy of final products, monitor budget and tasks to ensure costs and scope of work do not exceed agreements) for grants related to regional planning, conservation strategies, and other work supporting the implementation, restoration, management, or monitoring of conserved lands and species. Coordinate applications for and reviews of assigned State and federal grants.
30%	**Environmental Scoping, Review, and Permitting:** With detailed instruction and assistance from Supervisor and senior staff: Review CESA Incidental Take Permits (ITP) applications. Prepare draft ITPs and review Consistency Determinations (CD) applications. Work with Habitat Conservation Planning Branch (HCPB) to ensure compliance with ITP mitigation and monitoring requirements.

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	Coordinate with the U.S. Fish and Wildlife Service and other federal, state, and local agencies on permit processes. With detailed instruction and assistance from Supervisor and senior staff: Prepare draft LSA Agreements. Review LSA Notifications and Subnotifications, LSA Agreement amendments, and extensions, including CEQA compliance to determine potential impacts to fish and wildlife resources and ensure the appropriate measures are included to protect against the impacts. Conduct field review of projects as needed and ensure timely processing of Notifications and issuance of LSA Agreements as required. Perform environmental review and analysis with instruction and assistance from Supervisor and senior staff. Participate in project scoping, planning and project development meetings, as necessary. Coordinate with CDFW staff, other regulatory and local agencies, and stakeholders to support CDFW's compliance with prescribed trustee and responsible agency roles under CEQA. Prepare comment letters pursuant to CDFW's trustee responsibilities under CEQA for Supervisor review. Attend site visits as required to assess biological conditions pre-project, during the project, and post-project. Evaluate environmental impacts on fish and wildlife resources for the projects and work with applicants throughout the project stages to have in place the appropriate avoidance and minimization measures needed to mitigate any impacts to these resources. Participate in internal meetings for coordination on statewide consistency issues/topics, as applicable.
25%	**Compliance and Monitoring:** Provide review of annual reports, habitat management plans, work plans, restoration plans, conservation easements, and proposed budgets and expenditure reports related to the management of conserved habitat. Conduct on-site inspections to assess species presence, habitat quality, and mitigation opportunities. Conduct and coordinate post-project assessments of mitigation actions and requirements. Review post-project mitigation and implementation to ensure compliance with original project documents. Review and prepare Habitat Mitigation Land Acquisition packages. Review and draft comments on military Integrated Natural Resource Management Plans. Interact with the public and field public inquiries/concerns. Coordinate with CDFW Law Enforcement Division (LED) to assist in the investigation of potential violations of Fish and Game Code (FGC). Conduct monitoring and compliance review of projects.
5%	**Represent Department:** Represent the Department's interests at public meetings and hearings, such as city councils or county boards, and federal and other State agency meetings. Testify as a Department witness when required as a result of the Department's review of projects. Present information at professional meetings and conferences. Participate in public education opportunities and provide training in areas of expertise to Department staff. Prepare or assist in producing educational materials. Serve as a point of contact for conservation groups. Prepare correspondence as assigned for Director's referrals, legislative requests, media and the general public. Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities as outlined above. Required to drive a state vehicle to site visits and meetings solo, in both urban and remote sites in Orange County regularly- sometimes several times a month. It is not reasonable that the incumbent can achieve this any other way than by driving a vehicle.
	NON-ESSENTIAL FUNCTIONS:
5%	Work closely with staff from other Regions and HCPB to ensure consistent application of NCCP, CEQA, CESA, and LSA and coordination of standards amongst CDFW Regions. Attend training as needed to enhance program knowledge and performance in the position. Represent the Habitat Conservation Program and CDFW by participating in regional and Statewide intra-agency and interagency working groups. Increase and maintain biological field expertise by conducting on-site habitat assessment and species surveys in coordination with CDFW Region staff, local coordinated resource management groups, and other organizations. Perform other administrative duties such as the maintenance of assigned State vehicle(s); preparation and discussion of significant activities with supervisor; and production of time expenditures reports, expense claims, Individual Development Plan, and annual work plan. Attends training as needed to enhance performance in the position and program knowledge.

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	Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism and integrity is expected. The incumbent is open to feedback on performance and is able to adapt to changing challenges. **Interpersonal Skills**: Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with applicants and other members of the public; demonstrate excellent listening skills and effective negotiation skills; and work effectively in a diverse work environment. **Skill to:** Facilitate meetings/trainings and coordinate with entities. The Environmental Scientist must maintain regular, consistent, predictable attendance. **Working Conditions**: This position will be located in the San Diego Office. Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking; must be able to attend in person meetings in San Diego, Orange, Los Angeles, Ventura, and Santa Barbara counties; participate in conference calls. The position may require fieldwork. Given that solo travel where alternative transportation is not feasible within remote or rural areas will occur, a valid driver's license is required to drive on official state business. Driving to field locations may be required up to 25% of workdays per month. Driving may require travel of up to three or more hours each way including overnight travel up to 5%. Work schedules may include early mornings and late nights; hiking over uneven and possibly steep or wet terrain and use an All-Terrain Vehicle; and work in inclement weather. As a condition of employment, the incumbent shall wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for the various work situations, such as field surveys and work with public interaction, within and outside the Region as required by the supervisor. Telework is up to the discretion and approval of the supervisor and will be consistent with current telework policies.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**
Jennifer Turner		

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**
Vacant		