State of California Department of Fish and Wildlife
DUTY STATEMENT
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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Habitat Conservation Program – [location TBD]	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0765-003

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

Under the direction of a Senior Environment Scientist (Supervisory) and within the Bay Delta Region's Habitat Conservation Program, the incumbent is responsible for preparing, tracking, reviewing, editing, and commenting on complex California Endangered Species Act (CESA) permits, California Environmental Quality Act (CEQA) documents, Lake and Streambed Alteration Agreements (LSAA), and related environmental documents in the Bay Area, primarily within Sonoma County and focusing on the Santa Rosa Plain, and also in Napa, Marin, and Solano counties. Duties also include providing technical support to regional Habitat Conservation staff on CESA and mitigation land acquisition, supporting mitigation and conservation banking, conducting the most complex mitigation negotiations, developing procedures and standards to mitigate for impacts to candidate, threatened, and endangered species, developing regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies, and reviewing conservation easements or deeds and entity due diligence documents. The incumbent will independently identify problems, develop courses of action, and conduct extremely complex and difficult scientific investigations and studies on issues of major importance to the California Department of Fish and Wildlife (CDFW). A high degree of personal initiative is expected, including applying the best available technical information in writing and presentations to provide significant positive consequences for the public, CDFW, and trust resources. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups. Specific duties and responsibilities are as follows:

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%	**Endangered Species Consultation/Coordination/Permitting:** Prepare, review, track, edit, and conduct compliance on complex CESA permits, including Incidental Take Permits and Consistency Determinations for endangered, threatened and candidate species (Fish and Game Code, §§ 2081, subdivision (b), 2080.1, 2089.2, et seq.). Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the above-mentioned duties.
15%	**Lake and Streambed Alteration Consultation/Coordination/Permitting**: Prepare, review, and track complex LSAAs. Prepare Notices of Violation and Natural Resource Injury Assessments. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the above-mentioned duties.
10%	**Technical Support:** Provide technical support to Habitat Conservation staff on CESA and mitigation land acquisition, support mitigation and conservation banking, conduct the most complex mitigation negotiations, develop procedures and standards to mitigate for impacts to threatened and endangered species, and develop local and regional conservation approaches in coordination with the Habitat Conservation Planning Branch and other agencies. Drive a state vehicle to in-person

	meetings and project locations which may include remote, off-road locations to complete the above-mentioned duties.
10%	**Conservation Easement or Deed and Entity Due Diligence Review**: Review title reports for real property proposed for acquisition through conservation easement or fee title for conservation or mitigation banks or mitigation lands resulting from CESA permits. Review of title includes evaluating the title encumbrances and their effect on the conservation values, endangerment to the validity of the conservation easement, and questionable vesting. Review deeds and conservation easements, agreements, and other documents involved in acquiring real property in easement or deed, such as management plans, mineral assessments, baseline biological resources reports. Coordinate with Senior Right of Way agent to verify legal descriptions and accuracy of exhibits. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the above-mentioned duties.
10%	**CEQA Review**: Prepare comment letters for, review, track, and edit, and coordinate with lead agencies on complex CEQA and related environmental documents. Act as lead person in the development of CEQA documents where CDFW is a CEQA lead agency. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the above-mentioned duties.
5%	**Coordination:** In coordination with CDFW staff, state and federal agencies, and with experts in the field, develop conservation measures for candidate, threatened, endangered, and rare species, and special concern species that can be incorporated into CESA permits, LSAAs, and CEQA comment letters and documents. Maintain effective public relations and close liaisons with other government agencies. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the above-mentioned duties.
5%	**Scientific Analysis:** Conduct extremely complex resource assessment and other analyses necessary for conservation planning. Review and comment on studies and monitoring plans put forth as necessary for conservation plans. Drive a state vehicle to in-person meetings and project locations which may include remote, off-road locations to complete the above-mentioned duties.
	NON-ESSENTIAL FUNCTIONS:
5%	**Personal Development, Training, and Administration:** Develop work plans and Individual Development Plans in conjunction with supervisor; implement Individual Development Plan objectives; maintain professional qualifications; and complete mandatory training. Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of regional goals and objectives. Other duties as assigned.
	WORKING CONDITIONS:
	Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking; attend meetings and conference calls. The position may require fieldwork. A valid driver's license is required to drive on official state business. 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. Involves hiking over uneven and possibly steep or wet terrain and use of an all-terrain vehicle; and work in inclement weather. The position may require the incumbent to wear an official uniform for identification purposes.

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**
Melanie Day, Senior Environmental Scientist (Supervisory)		

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**