

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-531-0762-XXX
UNIT NAME AND LOCATION Non-Game Program, San Diego	CLASS TITLE Environmental Scientist
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, Supervisor for the Non-game Wildlife Program unit in the South Coast Region, this position is responsible for coordinating the Department's research and monitoring programs for listed and special concern wildlife species that occur wholly or primarily within the SCR. The incumbent will also implement regional aspects of Department programs on wider ranging listed or special concern species. Duties entail planning, coordinating and conducting local field studies, obtaining funds for projects, preparing and managing contracts, and preparing and approving MOUs associated with scientific collecting permits. Incumbent will coordinate and conduct research and monitoring on CDFW lands, provide input on management and monitoring plans for CDFW lands and on properties associated with regional planning efforts. This position will coordinate with other SCR functions particularly with appropriate HabCon programs such as NCCPs, Headquarters (HQ) personnel, as well as coordinate with other agencies on listing and recovery actions. This position serves as Regional coordinator for California least tern monitoring data.

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.)
30%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p><u>Sensitive wildlife species coordination:</u> Identify and resolve complex, difficult, and highly visible scientific issues involving native birds, mammals, and other terrestrial taxa and their habitats. Advise and assist South Coast Region management and staff on policy issues involving sensitive species. Represent the Department before the public and the Fish and Game Commission on issues involving sensitive wildlife. Serve as South Coast Region representative and/or as Department lead on relevant Statewide technical teams and committees, including interagency recovery teams and science advisory committees. Identify needs for policy revision and development. Assist the Supervisor in Region wide California least tern monitoring data. Coordinate with federal, state, and local agencies, conservation organizations, the academic community, and private interests on matters relevant to this position. Assist the Supervisor in coordinating SCR region taxa team efforts, including review and compilation of relevant documents.</p>
30%	<p><u>Non-game administration duties:</u> Prepare, review, and oversee the preparation and review of technical reports (including Migratory Bird Treaty Act documents), briefings and concept papers; assigned listing and delisting petitions; conservation strategies and recovery plans; legislation and regulations; grant proposals; contracts; education materials; permits and research agreements, memorandums of understanding, and cooperative agreements for the conservation of sensitive species or their habitat. Recommend funding priorities for conservation, research, and management projects. Develop and administer contracts and payable grants. Review, edit, and distribute contract reports. Coordinate with Department lead to prepare sections of the periodic report to the legislature on threatened and endangered sensitive species.</p>
25%	<p><u>Lead Role Responsibilities</u> In coordination with the Senior Environmental Scientist Supervisor, serve as Project Manager within the Region conducting research and/or monitoring activities on Department or other conserved lands</p>

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5%	<p>for sensitive, native wildlife species. This includes work planning, obtaining any necessary permits and permissions, obtaining required equipment and materials, directing activities, monitoring and reporting on performance, and managing budgets.</p> <p><u>Coordination with Habitat Conservation Planning Program:</u> Coordinate closely with the Habitat Conservation Planning program in the South Coast Region and headquarters to ensure that effective measures for high priority native, non-game birds and mammals are incorporated into planning and implementation of conservation plans and permits. This includes providing policy direction, guidance, expertise and training to Department staff; reviewing and commenting on sections of plans or permits such as NCCPs, Department of Defense Integrated Natural Resource Management Plans, and Incidental Take Permits. Provide input on management and monitoring plans and implementation for CDFW lands and on properties associated with regional planning efforts such as NCCPs</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked and submission of expense claims; attend career development and training programs, seminars as appropriate to contribute to the achievement of Program goals and objectives</p> <p><u>KNOWLEDGE AND ABILITIES:</u></p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.</p> <p><u>Special Personal Characteristics:</u> Ability to adapt to changes in priorities and work assignments.</p> <p><u>Skill to:</u></p> <ul style="list-style-type: none"> • Effectively communicate verbally and in writing with peers, upper management, and rank and file personnel. • Effectively communicate verbally and in writing with other agencies, stakeholders and partners. • Effectively represent the Department at boards, commissions, and meetings on a variety of levels and diverse topics. • Effectively use computer programs, cell phones and other technical devices.

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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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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