

**DUTY STATEMENT**

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

<b>INSTRUCTIONS:</b> 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	
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UNIT NAME AND LOCATION Habitat Conservation Planning, Caltrans Reimbursable Contract, San Diego	CLASS TITLE Senior Environmental Scientist (Specialist)
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INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-531-0765-015
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<p>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</p> <p>Under the direction of the Environmental Program Manager I the incumbent will be responsible for complex and in-depth environmental reviews and analysis of California Environmental Quality Act (CEQA) documents, California Endangered Species Act (CESA) permits, Lake and Streambed Alteration (LSA) Agreements and other environmental documents; mitigation banking; habitat conservation plans; Natural Community Conservation Plans; coordinate with other regional and statewide staff as it relates to the CA Department of Transportation. Duties include but are not limited to the following essential functions:</p>
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<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
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<p><b>40%</b></p> <p><b>40%</b></p> <p><b>10%</b></p> <p><b>5%</b></p> <p><b>5%</b></p>	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Consistent with priorities established by the Regional office and the local Caltrans Districts, the incumbent will screen project documents to determine which projects require informal or formal comments. Review, analyze, and prepare final or near final comments on projects pursuant to the Department's trustee responsibilities under the Fish and Game Code and California Environmental Quality Act (CEQA). Ensure that comments and mitigation are consistent with Department policy, regulations, and regional conservation plans. Coordinate with Department staff, other regulatory and local agencies as appropriate. Review post-project mitigation and implementation.</p> <p>Consistent with priorities established by the Regional office and the local Caltrans Districts, the incumbent will screen project documents to determine which projects require informal or formal comments. Review, analyze, and prepare final or near final comments on projects pursuant to the Department's trustee responsibilities under the Fish and Game Code and California Environmental Quality Act (CEQA). Ensure that comments and mitigation are consistent with Department policy, regulations, and regional conservation plans. Coordinate with Department staff, other regulatory and local agencies as appropriate. Review post-project mitigation and implementation.</p> <p>May serve as lead for the Department on work groups and scientific advisory groups. Assess species and habitat conservation requirements. Provide technical assistance on methods and protocol standards. Provide direction regarding compliance with State and federal laws, regulations, and policy. Review and prepare conservation easement packages. Assist or provide guidance or may act as lead to entry level staff on CEQA, CESA, and LSA.</p> <p>Maintain scientific/technical skills and knowledge commensurate with professional duties and responsibilities.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Present relevant information at professional meetings and conferences. Participate in public education opportunities as time permits. Prepare correspondence as assigned for Director's referrals, legislative requests, media and the general public. Prepare accurate monthly activity reports, time sheets, and vehicle reports; expense reports as necessary; and other written items as assigned by the supervisor. Assist other staff as assigned by supervisor. Maintain project files and records.</p>
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	<p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> 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>In addition to all of the above, health and environment related priorities of legislative and administrative branches of California and Federal government; health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government; and performance management strategies.</p> <p><b>Ability to:</b> 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>In addition to all of the above, manage lead, or administer program resources; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems; and evaluate program performance and achievements.</p> <p><b>DESIRABLE QUALIFICATIONS:</b> Possession of a bachelor's or advanced degree with a major in a biological or environmental science, restoration ecology, water science, hydrology, natural resource science, or a closely related scientific discipline.</p> <p><b>Skill to:</b> Apply fisheries, wildlife, and ecology management and conservation principles using the best available science. Requires excellent written and verbal communication skills.</p> <p><b>Special Personal Characteristics:</b> Ability to act independently, with open-mindedness, flexibility and tact. Good organizational and time management skills. Ability to lead discussions with Departmental staff and other professionals.</p> <p><b>Interpersonal Skills:</b> Excellent, professional writing skills for various documents (emails, letters, reports, permits, etc.) following statewide templates and regional style conventions; abilities to collect, compile, and analyze complex biological and ecosystem-based data; ability to work positively and effectively with colleagues, including administrative and engineering classifications. Ability to pro-actively seek solutions and problem solve is a must.</p>

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	<p><b>WORKING CONDITIONS:</b> Office will be located in San Diego Regional Office. Attend, in person, meetings and workgroups with stakeholders, and local, state, and federal agency in person in Orange and San Diego counties. Travel and field site visits will be required. Must have the ability to walk on uneven, hilly terrain. Home office locations are for the convenience of the Department.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b></p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>  <b>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>