

DUTY STATEMENT

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

 CURRENT

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) 565-531-0764-008
UNIT NAME AND LOCATION Habitat Conservation Planning, Santa Barbara/Ventura Counties	CLASS TITLE Senior Environmental Scientist (Supervisor)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general direction of Environmental Program Manager I, the incumbent is directly responsible for the technical and professional development of staff, performance evaluation, program budgeting, and work force planning for the region's north Habitat Conservation Planning staff. The incumbent is expected to have a broad knowledge of California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to habitat conservation planning. Incumbent supervises and directs the work of scientific and support staff.

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.)
40%	<p>ESSENTIAL FUNCTIONS: Supervises Habitat Conservation Planning Program activities in Santa Barbara and Ventura Counties, Caltrans, and Metropolitan Water District Projects. Supervises the work of a multi-disciplinary scientific and support staff working on habitat conservation, environmental planning, and permitting issues (e.g., CEQA, CESA, LSA, land acquisition, land conservation). Provides leadership, motivation, and feedback to program staff; responsible for hiring and performing supervisory oversight. Makes operational decisions and recommendations on budget and personnel matters, grants programs, and contract administration.</p>
35%	<p>Consistent with priorities established by the Regional office, screen project documents to determine which projects require informal or formal comments. Review, evaluate, and finalize staff documents, work products, and permits pursuant to the Department's trustee and responsible agency roles. Ensure that comments and mitigation are consistent with Department policy, regulations, and regional conservation plans. Coordinate with Department staff, other regulatory and local agencies, and stakeholders as appropriate.</p>
10%	<p>Provide assistance to Environmental Program Manager (EPM) in responding to inquiries from elected officials, government boards, and Commissions. Prepare reports and information for the Regional Manager, Branch Chief, Deputy Director, Director, Legislature, Department of Finance, Office of General Counsel, and Legislative Analyst Office. Speak to the media regarding the Department's position on issues. Work collaboratively with other Department managers and staff and counterparts in other agencies and organizations.</p>
10%	<p>Serve as lead for the Department on work groups and scientific advisory groups. Provide technical assistance on methods and protocol standards. Provide direction regarding compliance with State and federal laws, regulations, and policy. Maintain supervisory, scientific/technical skills and knowledge commensurate with professional duties and responsibilities.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS: Present relevant information at professional meetings and conferences. Participate in public education opportunities as time permits. Prepare accurate monthly activity reports, time sheets, and vehicle reports; expense reports as necessary; and other written items as assigned by the EPM. Assist other staff as assigned by supervisor. Maintain project files and records.</p>

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	<p>KNOWLEDGE AND ABILITIES:</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.</p> <p>In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p>In addition to the above, techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's / supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process.</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>In addition to the above, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</p> <p>In addition to the above, plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and</p>

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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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