| **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/OFFICESouth Coast Region | POSITION NUMBER (Agency-Unit-Class-Serial)565-531-0765-013 |
| UNIT NAME AND LOCATIONHabitat Conservation Program, San Diego, CA | CLASS TITLESenior Environmental Scientist (Specialist) |
| INCUMBENT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder supervision of the Sr. Environmental Scientist (Supervisory) within the Region’s Habitat Conservation Program assist participating jurisdictions in the development and implementation of NCCP conservation plans (2800 et seq.). Principal responsibilities include reviewing proposed projects’ impacts on habitat and species, and for consistency with plan and CEQA requirements; overseeing general permit compliance; meeting with representatives of jurisdictions and stakeholder groups in public education and in professional information exchanges; and completing administrative documents such as activity reports, grants, purchase estimates, and time sheets. Incumbent may serve in a lead-person role for other Department biologists and scientific aids. Duties include the following: |

| **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.) |
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| **50%****20%****10%****5%** **5%** **5%** **5%** | **ESSENTIAL FUNCTIONS**:**NCCP Planning and Implementation:** Serve as independent Department lead in assigned areas for habitat conservation planning, watershed protection, and regional conservation plans. Incumbent will 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.). 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. **Resource Management Plans:** Provide independent 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. Assess parcels for their conservation value and priority for acquisition. Prepare grant applications to support restoration, scientific studies, and/or land acquisition. Review conservation banking agreements and related documents, provide preliminary advice to applicants on appropriate conditions to establish banks, and acceptable uses of conservation bank credits. Review and draft comments on military Integrated Natural Resource Management Plans. **Grants Management:** 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) 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.**California Endangered Species Act (CESA):** Coordinate and prepare CESA incidental take (DFG Code 2050 et seq.) permits. Review and ensure completeness of related materials, including CEQA documents, Property Analysis Records (PARs), Mitigation and Monitoring Reports, conservation easements, and other actions required of the Department. **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 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. **Administrative:** Submit timesheets, travel expense reports, mileage logs, vehicle inspections and fuel card receipts. Responsible for creating/updating an individual development plan, attending check in meetings, all-staff meetings, and other routine and non-routine program and/or project related meetings.**NON-ESSENTIAL FUNCTIONS**:**STUDIES, RESEARCH AND TRAINING:** Review scientific literature to obtain specific knowledge of species and habitats. Attend training to enhance skills associated with performing essential functions. Develop an in-depth knowledge of conservation biology and species-specific essential habitats and functions.Serve on relevant Regional taxa teams.**KNOWLEDGE AND ABILITIES:****Knowledge of:** Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; resource management, hydrology, and geology; basic statistical methods; land-use practices with reference to their general effect on natural resources and the environment; California and federal environmental laws, rules, regulations, and requirements; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geo-location and geo-referencing software applications; resource conservation program impacts and implementation strategies; environmental laws and permitting related to CEQA, NCCP, CESA, FGC, the Public Resources Code, and the California Code of Regulations; and strategies for conflict resolution, time management, and strategic planning.**Skill to:** Perform a variety of responsible professional scientific work; independently perform assigned environmental and natural resource management analysis, research, surveys, investigations, and studies; write final reports; prepare regulatory and compliance documents; prepare non-routine correspondence and answer non-routine questions from the public and perform other related work; provide consultative advice to various governmental and private entities and agencies; reviews, understands, correctly applies and articulates environmental laws, regulations, and State and Department Policies; provides coordination, timely analysis of information and recommendations to other Department staff, managers, units, branches and Regions on issues of regional or statewide significance; analyzes and solves problems within realistic timeframes; and exercises discretion and a high degree of independent judgment.**Ability to:** 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 environmental issues. **DESIRABLE QUALIFICATIONS:****Special Personal Characteristics:** Creative, solution oriented, motivated, confident, organized, resourceful, communicative, thorough, and ability/willingness to participate in a team environment.**Interpersonal Skills:** Leads by example, is professional, builds trust through honest communication and actions, strives to listen to others and understand their interests, and maintains effective working relationships with other staff, managers, members of the public, key agency personnel, stakeholders, members of the media, and elected officials. Exercises a high degree of initiative and independent judgment in working on the most difficult and sensitive environmental review or planning projects.**WORKING CONDITIONS:**Ability to use a computer several hours a day; drive to and from meetings and site visits within 3-5 hours from the office; and work with staff statewide to complete work assignments. |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME**David Mayer, Sr. Environmental Scientist (Supervisory) | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **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** |