| **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/OFFICEMarine Region | POSITION NUMBER (Agency-Unit-Class-Serial)565-772-0835-905 |
| UNIT NAME AND LOCATIONCalifornia Recreational Fisheries Survey | CLASS TITLEScientific Aid |
| INCUMBENT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder supervision of a Senior Supervisor and at the direction of other scientific or administrative program staff, incumbent will perform duties which will assist in the acquisition of basic fishery information from boat-based and shore-based marine sport fisheries. This information is needed to manage important California marine finfish and invertebrate species, including both state and federally-managed stocks. Incumbent will also assist with data entry, editing, summarization and analysis as needed. Duties include, but are not limited to, the following essential functions: |

| **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.) |
| --- | --- |
| **45%****35%****10%** **10%** | **ESSENTIAL FUNCTIONS**:Collects ocean fishery data, environmental data, and biological samples at public launch ramps, docks, onboard Commercial Passenger Fishing Vessels (CPFVs), charter offices, piers, jetties, and beach/banks for the California Recreational Fisheries Survey (CRFS). Sampling will occur on weekdays, weekends and holidays. Incumbent interviews sport anglers and CPFV crews for catch and effort data, identifies all fish landed to species, removes heads from adipose fin-clipped salmon, collects fish lengths, weights and other biological data as needed. May track CPFV effort in local port(s). Distributes informational literature and addresses questions from the public in the field. Reviews, validates or enters information from data sheets, logbook records, ensuring all recorded information is legible and accurate. Tracks salmon heads and other biological data collected. Summarizes daily sampling or fishing activity on specified forms. Submits all data and samples to field leads in a timely manner. May also assist with database management, preliminary data summaries and analyses, technical report writing, and other project-related duties*.*Collects essential life history and other pertinent information on finfish and invertebrate species. May assist in collection and transportation, of biological data such as scales, otoliths, fin clips, blood, gonads, tissue samples, and stomach contents. May assist Department tagging programs, including the monitoring of fish for external and internal tags. Cleans and maintains field equipment in good working order. **NON-ESSENTIAL FUNCTIONS**:Use and maintain state vehicles as needed. May assist with the production and distribution of outreach material including pamphlets, brochures, flyers, posters, mailers, and websites. Clerical duties may include scanning data forms, photocopying and filing as needed.**KNOWLEDGE AND ABILITIES:****Knowledge of:** Familiarity with basic biological and scientific and ecological principles. **Ability to:** Ability to perform scientific data collection in a variety of settings and interact professionally with the public and constituents under the direction of a lead scientist. Ability to ride vessels in rough seas without incapacitation due to seasickness. Ability to swim 50 yards and stay afloat for at least 5 minutes.**DESIRABLE QUALIFICATIONS**:Marine fish identification, data entry experience, experience in fishery management and marine biology, experience in working with the public and experience with California fisheries and marine species data collection.**Special Personal Characteristics**: Ability to work independently with minimal supervision; follow detailed instructions, and participate in a team environment.**Skill to:** Perform various scientific tasks in both a field and office environment with close attention to detail. Use various computer applications for assignment tracking and entering data into a database.**Interpersonal Skills**: Ability to collaborate and coordinate work in a team setting, communicate clearly and professionally verbally and in writing, interact with members of the public in a professional manner, and communicate effectively with supervisors and leads.**WORKING CONDITIONS**:Work environment is variable and can include but is not limited to commuting in a state or personal vehicle, collecting scientific data in all weather conditions, handling and lifting equipment, sampling at sea on fishing vessels, and performing clerical and scientific work using electronics and computer equipment in an office setting or field environment. |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME** | **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** |