

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21)

RPA # CR 21-003

**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

|   |                                    |
|---|------------------------------------|
| <b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242 | <b>EFFECTIVE DATE</b><br>12/9/2021 |
|---|------------------------------------|

|  |  |
|--|--|
| <b>DFW DIVISION/BRANCH/REGION/OFFICE</b><br><b>Central Region</b>              | <b>POSITION NUMBER (Agency-Unit-Class-Serial)</b><br><b>565-481-0916-006</b> |
| <b>UNIT NAME AND LOCATION</b><br><b>Nutria Eradication Program – Los Banos</b> | <b>CLASS TITLE</b><br><b>Fish and Wildlife Technician</b>                    |
| <b>INCUMBENT</b>   | <b>CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)</b>                    |

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**

Under the supervision of the Nutria Eradication Operations Supervisor, the incumbent is responsible for the detection and eradication of invasive nutria within the southern portion of the infestation. Work includes surveys, trapping, data collection, communicating with landowners to obtain entry permits, and answering routine questions from the public relative to Departmental nutria efforts. The primary geographical focus of this position will be in Fresno, Madera, Merced, Stanislaus, Tuolumne, and Mariposa counties, but work may be assigned in any part of the area of nutria infestation.

|   |  |
|---|--|
| <b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)  |
| 40%   | <b><u>ESSENTIAL FUNCTIONS:</u></b><br><b>Nutria Surveys</b> - Survey suitable aquatic habitats (wetlands, ponds, river backwaters, sloughs, etc.) to detect nutria sign or presence and delineate the current geographic extent of the nutria infestation. Survey methods will utilize various detection techniques, visual observation, camera stations, artificial (vegetation) and wooden platforms, hair snares and hair identification, use of attractants, baits, and lures, and review of aerial imagery for classifying habitats.                |
| 30%   | <b>Nutria Trapping</b> - Coordinate and conduct nutria eradication trapping in areas with documented nutria infestations. Methods will include trapping, humanely dispatching the animals while minimizing non-target take, and performing necropsies on taken nutria. This will include management of grid-cell trapping assignments for project staff, understanding and following protocols within surrounding cells, evaluating methodologies and efficacy of attractants, baits and lures, and maintaining and tracking spreadsheets and databases. |
| 10%   | <b>Data Collection and Management</b> – Effectively follow project protocols to create, review, edit, and query all project data, primarily using a Department smartphone and/or iPad and the Collector smartphone application. Data includes, spatial,  |

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21) Page 2

| <b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)   |
|---|---|
| 10%   | <p>quantitative, and qualitative information about trap, camera, platform, and observation locations, rechecks, cell habitat classifications and surveys, cell [eradication] phases, confirmed detections, nutria taken, and necropsies.</p> <p><b>Communication and Outreach</b> – Coordinate with private landowners, State and local agencies, and public land managers to coordinate nutria survey and eradication efforts, as well as to gain land access permissions. Conduct site visits and attend coordination meetings. Provide information to the public by answering public inquiries by phone, email or letter.</p>  |
| 5%  | <p><b>Construction of Equipment</b> – Purchase construction materials, design/develop, plan, and build project equipment, monitoring platforms, rafts, trap floats, floating camera stations, multi-capture traps.</p>  |
| 5%  | <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Implement Individual Development Plan objectives, maintain professional qualifications through training, and perform other administrative duties such as the maintenance of assigned State vehicle, monthly preparation and discussion of significant activities with supervisor, time expenditures reports, and expense claims. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p>Ability to: Methods, materials, and equipment used in fish hatchery and wildlife management activities in California; methods of stripping, spawning, and caring for eggs; raising fry and young fish; transporting and planting fish; construction and maintenance work involved in making, installing, and repairing fish screens, ladders, and traps; life cycles of trout, anadromous, and warm water species; stream improvement procedures; recognition and control of hatchery fish diseases and parasites; wildlife habitat construction, maintenance, and improvement methods; general power tools, welding, carpentry, concrete work, and painting; operation of such equipment as trucks, bulldozers, and backhoes.</p> <p>Ability to: Communicate effectively; follow oral and written instructions; prepare simple reports and maintain simple records; establish and maintain cooperative relations with those contacted in the work; analyze situations and take effective action; perform a variety of skilled/semiskilled mechanical and construction work and direct the work of seasonal staff.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• Must be willing and capable to competently use pellet pistols or firearms as per the Department's Policy for Non-Enforcement Personnel.</li> <li>• Must be willing and able to competently use and possess wildlife restraint drugs and equipment.</li> </ul> |

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21) Page 3

| <b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)   |                               |             |  |  |
|--|---|-------------------------------|-------------|--|--|
|  | <ul style="list-style-type: none"> <li>• Must be willing to handle live animals and carcasses, dispatch animals, and conduct simple tissue sampling and necropsies.</li> <li>• Must be able to lift up to 40 pounds.</li> <li>• Must be able to safely and effectively operate watercraft and UTVs, as well as tow trailers.</li> </ul> <p><b>Special Personal Characteristics:</b></p> <ul style="list-style-type: none"> <li>• Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.</li> <li>• Must have the ability to organize, prioritize and follow verbal or written instructions and directions.</li> <li>• Must be able to prioritize work independently, take initiative, and follow through with projects that have been started.</li> <li>• Must be open to change and new information; adapting behavior and work methods in response to new information, changing conditions or unexpected obstacles.</li> <li>• Must be tolerant of hunting and the hunting public.</li> </ul> <p><b>Interpersonal Skills:</b></p> <ul style="list-style-type: none"> <li>• Must have the ability to work together with fellow employees in a cooperative manner.</li> <li>• Must be considerate and responsive to the needs and capabilities of different people in different situations.</li> <li>• Must be tactful and treat others with respect.</li> <li>• Must be able to establish and maintain friendly and cooperative relations with those contacted in the course of work, and to communicate effectively.</li> <li>• Must be able to use tact and diplomacy when dealing with the needs, problems, and/or concerns of departmental employees, the public, and representatives of other State agencies.</li> </ul> <p><b>WORKING CONDITIONS:</b></p> <ul style="list-style-type: none"> <li>• Must be willing to work atypical hours and on weekends.</li> <li>• Some overnight travel will be required.</li> <li>• Must be able to swim, walk through deep mud and thick vegetation, work on steep or uneven terrain, in extreme weather and under physically challenging conditions.</li> </ul> |                               |             |  |  |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>  |   |                               |             |  |  |
| <b>PRINT SUPERVISOR'S NAME</b><br>Greg Gerstenberg   | <table border="1"> <tr> <th data-bbox="898 1732 1372 1766"><b>SUPERVISOR'S SIGNATURE</b></th> <th data-bbox="1372 1732 1523 1766"><b>DATE</b></th> </tr> <tr> <td data-bbox="898 1766 1372 1822"></td> <td data-bbox="1372 1766 1523 1822"></td> </tr> </table>   | <b>SUPERVISOR'S SIGNATURE</b> | <b>DATE</b> |  |  |
| <b>SUPERVISOR'S SIGNATURE</b>  | <b>DATE</b>   |                               |             |  |  |
|  |   |                               |             |  |  |
| <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><br><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> |   |                               |             |  |  |

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21) Page 4

|   |   |                             |             |
|---|---|-----------------------------|-------------|
| <b>PERCENTAGE<br/>OF TIME<br/>PERFORMING<br/>DUTIES</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>PRINT EMPLOYEE'S NAME</b>                            |   | <b>EMPLOYEE'S SIGNATURE</b> | <b>DATE</b> |