

**DUTY STATEMENT**

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

**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	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE WFD/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905
UNIT NAME AND LOCATION Wildlife Health Laboratory/Rancho Cordova	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the direct supervision of the Senior Environmental Scientist Supervisor in the Wildlife Health Laboratory (WHL), the incumbent will provide dedicated program support to the Human-Wildlife Conflicts Program. Responsibilities will include the following duties.
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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>
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Core Program Support:</b> Provide core program support to the Human-Wildlife Conflicts (HWC) Program in the WHL. Manage and track HWC calls, reports, and incident response in coordination with WHL and Regional staff. Provides technical support and program assistance with the management of data in the online Wildlife Incident Reporting (WIR) System and associated databases, including migrating data from archived databases and entering new data. Assist with data collection, organization, and maintenance of files (e.g., WIR incident forms, depredation permits, monthly take reports) to ensure data integrity and quality control of complex dataset(s). Perform program-specific data entry, basic scientific calculations, assembling necessary charts, tables, and graphs. Provide support to senior staff for the ongoing implementation and expansion of the Human-Wildlife Conflicts Program and related activities.</p>
40%	<p><b>General Program Support:</b> Assists with literature reviews and research with an emphasis on human-wildlife conflicts and related program areas. Provides program-specific data entry and drafting of reports, which may include basic scientific calculations, assembling necessary charts, tables, and graphs. Assist staff with public and/or stakeholder meetings; assist developing and/or updating outreach materials and resources (e.g., brochures, webpage). Provides response to staff and public inquiries pertaining to human-wildlife conflicts and related issues. Provide technical information to reporting parties to mitigate human-wildlife conflict based on available science and best practices emphasizing effective and humane solutions.</p>
10%	<p><b>Overall Laboratory Support:</b> Provide program support for core laboratory functions in the WHL. Assist with transport of samples, carcasses, data, equipment, and live animals. Assist with the routine maintenance, cleaning, monthly inventory, restocking, and organization of lab facilities, equipment, and vehicles. Assist with the care and maintenance of live animals held for research, educational or evidence purposes at the WHL animal holding facility. Perform routine tasks including the use of shovel, broom, water, and disinfectants in the care and maintenance of live animals; may help feed, water, and monitor a variety of animals (e.g., mountain lion, black bear).</p>

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<p>5%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Performs administrative tasks, including tracking of hours worked, and other duties as assigned by senior staff, as appropriate to contribute to the achievement of Program goals and objectives.</p> <p><b>KNOWLEDGE AND ABILITIES:</b></p> <p><b>Knowledge of:</b> Familiarity with the fundamentals of fish and wildlife management and ecology and general concepts principles involved in the departmental assignment.</p> <p><b>Ability to:</b> Read, write and speak English at a level required for successful job performance; organize work and reason logically; analyze situations accurately; collect data in the laboratory and/or field; make and record accurate laboratory and field observations; summarize and analyze laboratory and field data; and write clear, brief reports; rapidly learn to identify fish, wildlife, invertebrates and/or plants; work independently with a minimum of supervision; understand fish and wildlife regulations and explain their purpose to the public; maintain and repair specialized equipment in the field or shop; establish and maintain cooperative relationships with those contacted in the course of the work; follow directions; use computer equipment effectively; gain experience in the methods and ethics of professional conduct and practices.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Personal Characteristics:</b> Ability to work independently and in a team setting. Good time management skills. Excellent organizational skills. Follow directions precisely. Ability to conduct work thoroughly and with attention to detail. Willingness to do routine work in order to learn, interest in and aptitude in the work. Strong written and verbal communication skills. Ability to use computer programs (Microsoft Word, Excel, Outlook, Access).</p> <p><b>Interpersonal Skills:</b> Ability to accurately collect and record data. Ability to engage, interact and communicate with staff and members of the diverse publics with open-mindedness, flexibility, and tact.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Ability to work long, irregular hours, including early mornings, evenings, and weekends. Ability to use a computer keyboard in a sitting and/or standing position several hours a day. Ability to lift up to 40 lbs. Will interact with regional and branch staff, and members of the public via e-mail, telephone, and in-person in compliance with COVID-19 prevention best practices. Must attend occasional meetings. Field activities may involve strenuous physical activity in variable weather conditions. Possession of valid driver license required. Ability to drive up to 8 hours. Must be vaccinated against rabies virus with adequate current antibody titer or willing to receive pre-exposure rabies vaccinations.</p> <p><b>NOTE: Frequent weekend and holiday work may be required.</b></p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

<p><b>PRINT SUPERVISOR'S NAME</b> Victoria Monroe, Senior Env Scientist Supervisor</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
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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.**

<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>
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