

**DUTY STATEMENT**

**E-R6 WR SB 22-018**

DFW 242A (REV. 07/18/22)

**CURRENT**

**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 mission.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
DFW DIVISION/BRANCH/REGION/OFFICE Inland Deserts Region 6	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0762-905
UNIT NAME AND LOCATION Wildlife North, Bishop	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the close supervision of the Senior Environmental Scientist Supervisor for the Wildlife Management Program, the incumbent is responsible for providing dedicated core program support to the Human-Wildlife Conflicts Program in the Inland Deserts Region. The position may serve as Lead Person to temporary staff.	

<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>
<b>45%</b>	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Human-Wildlife Conflict Mitigation:</b> Provide technical support to the HWC Program core functions in the Region. Manage, respond, and track HWC calls, reports, and incident response in coordination with regional staff; Law Enforcement Division (LED); and the Wildlife Health Laboratory (WHL).</p> <ul style="list-style-type: none"> <li>▪ Implement best practices to mitigate human-wildlife conflict consistent with code, regulations, and policy. Best practices will emphasize effective and humane solutions (e.g., less-than-lethal method).</li> <li>▪ Provide technical assistance and recommendations to reporting parties and key stakeholders (e.g., homeowners associations, local communities) based on best available science.</li> <li>▪ Utilize the Wildlife Incident Reporting (WIR) System as an authorized investigator. Migrate data from different datasets into the WIR System; input and maintain WIR documentation to ensure data integrity and quality control of complex dataset(s).</li> <li>▪ Analyze and prepare technical documents and periodic reports to ensure accurate clear reporting of HWC reporting, incident response, and depredation take.</li> </ul>
<b>30%</b>	<p><b>Incident Response:</b> Conduct site visits and/or field incident response to investigate reported conflicts, depredation, potential public safety, and investigations associated with wildfire, drought, disease, or contaminants.</p> <ul style="list-style-type: none"> <li>▪ Coordinate incident response with regional staff, LED, WHL, and agency partners as appropriate (e.g., federal/county trapper, nongovernmental organization).</li> <li>▪ Capture, handle, and transport wild animals in distress (e.g., orphaned, injured) using capture techniques such as chemical immobilization. May be required to set and monitor live traps.</li> <li>▪ Perform investigation of reported property damage (depredation), issue depredation permits consistent with code, regulations, and policy.</li> <li>▪ Assist with risk assessment and field response whereby human-wildlife conflict may include potential public safety and/or require intervention (e.g., immobilization, relocation, euthanasia), in coordination with regional staff, LED, and WHL.</li> </ul>
<b>20%</b>	<p><b>Outreach and Coordination:</b> Conduct presentations about sensitive wildlife issues to the public, communities, and stakeholders. Prepare and distribute educational materials at special events, public meetings, and upon request, in coordination with the Office of Communications, Education and Outreach, regional and branch staff, and trained volunteers. Provide program updates to department staff, other agencies, and stakeholders through presentations, seminars, and publications. Represent</p>

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<p>5%</p>	<p>the department by appearing before other governmental, public and private entities to communicate program activities, progress, and priorities.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, and professional seminars as appropriate to contribute to the achievement of the Human-Wildlife Conflict Program goals and objectives.</p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to: work independently; excel in a collaborative setting; and mitigate human-wildlife conflict involving passionate opposing views. Responds positively and proactively to challenges. Shows courtesy, respect, and tact towards others. Values collaboration and others' contributions in the workplace. Highly dedicated and strongly self-motivated. Strong written and verbal communication skills required. <u>Ability to qualify to use a firearm (e.g., chemical immobilization) to mitigate human-wildlife conflict issues.</u></p> <p><b>Interpersonal Skills:</b> Ability to accurately collect, record, and/or analyze biological data in the field. Ability to successfully engage, interact and communicate with staff, stakeholders, and diverse publics. Ability to think quickly, problem-solve, and respond to fast-changing situations involving dangerous or imperiled wildlife. Ability to maintain composure during high-pressure situations. Ability to use computer programs (Microsoft Word, Excel, Outlook, Access).</p> <p><b>WORKING CONDITIONS:</b></p> <p>Must be willing 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 heavy and irregular items 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. Ability to wear a uniform, as appropriate. 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. Must feel comfortable with potential close contact with imperiled and/or confined wild animals. Must complete mandatory wildlife capture training and firearms training within 6 months of hire. <b>This is a full-time limited term position for 12 months and may be extended up to 24 months or become permanent.</b></p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b> Daniel Gammons</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>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.</b></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>