

**DUTY STATEMENT**

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

**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 Bay Delta Region	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Fish Restoration Program – Stockton, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0762-039
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of an Environmental Program Manager I (Supervisory), the Environmental Scientist will be responsible for implementing the tidal wetland monitoring program conducted pursuant to the Fish Restoration Program Agreement (FRPA) in collaboration with a Senior Environmental Scientist (Specialist) in the Bay Delta Region. Position will implement the monitoring program in the field and conduct data entry, analysis, and report writing.	

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.)
35%	<b>ESSENTIAL FUNCTIONS:</b>  <b>Data Management, Analysis, and Reporting:</b> Responsible for data entry and quality control and assurance procedures for the FRP monitoring program. Assist with timely reporting of any project-specific take of listed species. Utilize relational databases, word processing, and analytical software for data management, complex data analyses, and technical report writing. Manipulate data (perform calculations, merge, subset, transpose, etc.) using R. Contribute to annual program- and project-level monitoring reports; prepare results for publication and presentations. Fulfill data requests.
30%	<b>Field Data Collection:</b> Lead field crews sampling fish food webs in littoral habitats associated with pre-restoration, restored, and reference wetlands in the Sacramento-San Joaquin Delta and Suisun Marsh. Support sampling of water quality and fish as crew or alternate field lead. Responsible for implementing the study design and for accurate data recording. Proficiently use a variety of sampling methodologies and gear. Responsible for the accurate identification (to species) of fish and aquatic vegetation while in the field. Assist in training Fish and Wildlife Scientific Aids and volunteers for safe and effective field work.
20%	<b>Work Planning:</b> Assist in developing project-specific work plans, including routine monitoring and developing special studies. Maintain up-to-date knowledge of scientific literature. Attend meetings and workshops. Identify equipment and supply needs, working within a defined budget. Schedule crew and volunteers for field work according to site-specific conditions and tides. Coordinate sampling and analysis efforts with other programs, especially with the Interagency Ecological Program.
5%	<b>Laboratory Sample Processing:</b> Assist laboratory staff with sorting invertebrate samples and filtering water samples.
5%	<b>Field Work Preparation:</b> Calibrate water quality sondes and maintain flow meters. Ensure sampling gear, preservative, sample bottles, data sheets, labels, etc. are organized and ready for field work. Load and unload vehicles and boats and enter sample information into the appropriate inventory.

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<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.)	
5%	<p><b>NON-ESSENTIAL FUNCTIONS:</b> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Region 3's goals and objectives.</p> <p><b>Special Personal Characteristics:</b> Interest in estuarine ecology, especially in invertebrate communities. Commitment to develop and improve understanding of the ecology of the San Francisco estuary and biology of the fishes and invertebrates that inhabit it; to develop and improve data management, data analysis, and manuscript writing skills.</p> <p><b>Interpersonal Skills:</b> Ability to work independently and in a team setting, especially when in the field and at meetings. Must respond appropriately to feedback and be able to communicate effectively with a variety of personalities, within and outside of the department.</p> <p><b>WORKING CONDITIONS:</b> Using PC and keyboard for most of the workday, 5 days a week, when in the office. Involves sitting most of the time but may involve walking or standing for brief periods. Several days a month, work aboard a research vessel collecting, sorting, and processing biological samples. Field work involves kneeling, reaching, and lifting gear up to 40 lbs, and may occur in inclement weather, rough water, and require early starts and long working days. Must be able to operate a motor vehicle and equipment and be prepared to travel using a State vehicle.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b> Stacy Sherman, Environmental Program Manager I (Supervisory)	<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. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</b>		
<b>PRINT EMPLOYEE'S NAME</b> VACANT, Environmental Scientist	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>