

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.

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/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Delta Habitat Conservation Fish Restoration Program – Stockton, CA	CLASS TITLE Wildlife Habitat Assistant
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-331-0904-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of a Senior Environmental Scientist (Supervisory), the incumbent will assist the Department of Water Resources (DWR) in implementing the Fishery Restoration Program Agreement (FRPA) actions called for in the Memorandum of Understanding between the Department of Fish and Wildlife (CDFW) and DWR. The incumbent will also be responsible for creating and maintaining working relationships with landowners and the general public as it relates to land management of proposed project lands.

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
45%	Assist in the design and implementation of mitigation actions implemented by the FRPA as it applies to restoration sites. Conduct and oversee habitat improvements and enhancements activities that are proposed for properties obtained to meet the mitigation goals of the OCAP biological opinions and DFW Longfin Smelt Incidental Take Permit (ITP). Work under the lead of a Wildlife Habitat Supervisor I to assist in the day-to-day management of the properties acquired for the Fish Restoration Program (FRP).
25%	Assist appropriate CDFW and DWR staff to identify and accomplish tasks related to restoration planning, land management planning, environmental review and documentation, interim management prior to restoration, restoration implementation, as well as operation and management activities following restoration. Provide assistance and support to field staff conducting monitoring activities to evaluate project success in meeting the planned restoration objectives. Work with appropriate CDFW and DWR staff to facilitate efficient land transfer of acquired properties as needed.
10%	Assist in the development of implementation schedules, land management, and adaptive management plans that fully identify realistic restoration actions, land and aquatic habitat management actions, costs, targeted acreage, and a timeline for the implementation over the term of the FRPA.
5%	Conduct maintenance and repairs on program equipment which includes watercraft, vehicles, farm equipment, and off-road utility vehicles.

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5%	Conduct property checks on current and new program properties in the Delta. Identify management needs as well as coordinate with enforcement on public use issues both on program property in the Delta and Suisun Marsh.
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend training opportunities and workshops as appropriate to increase knowledge and understanding of the environment and land management activities in the Sacramento-San Joaquin Delta. Represent CDFW at meetings and conferences.</p> <p>Special Personal Characteristics: Self-motivated and understands the needs of others while ensuring the safety of those that rely on safe delivery to and from remote work sites. Excellent organizational skills and detail-oriented in their work.</p> <p>Interpersonal Skills: Ability to work effectively with a diverse interagency team; communicate both in written and oral fashion in clear and concise manner so that both technical and non-technical individuals can understand the message being delivered; train and lead staff while conducting routine daily assignments; and speak effectively to interested groups and organizations.</p> <p>WORKING CONDITIONS:</p> <p>Work schedule and hours will vary as field work is scheduled based on the tides and type of work being conducted. Work in inclement weather conditions including operating boats and driving four-wheel drive vehicles on narrow levees and roads. Hike up to two miles on uneven, potentially muddy terrain. Must be able to lift up to 40 pounds. Wearing a Department of Fish and Wildlife uniform may be required as a condition of employment while conducting field work and public work duties in a future revision of this duty statement.</p>

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Gina Van Klompenburg, Senior Environmental Scientist (Supervisory)		

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
VACANT, Wildlife Habitat Assistant		