

**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 North Central Region/Fisheries	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0835-905
UNIT NAME AND LOCATION Fisheries, 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 supervision of the Senior Environmental Scientist (Supervisor) for the Sierra Fisheries Program, the incumbent will assist in field-based surveys to assess and monitor the status of hatchery and wild fish populations and their habitats.
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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>
	<b><u>ESSENTIAL FUNCTIONS:</u></b>
45%	Perform field-based fisheries assessments to monitor the status of hatchery and wild fish populations including electrofishing, snorkeling, angling, collection of scales and genetic tissue, gill netting, collection of benthic macroinvertebrates, creel census, California Inland Recreational Angler survey (CIRAS) and angler survey box (ASB) data collection and analysis, and surveys related to pre stocking evaluations, and private stocking permits. Employee is required to wear a uniform as a condition of employment.
20%	Perform field-based restoration activities using techniques such as mechanical removal and habitat alteration and improvement to help promote the recovery of wild fisheries.
15%	Under the lead of an Environmental Scientist incumbent will enter data collected from fisheries surveys using a department computer and will employ quality assurance procedures for data collected. Quality assurance measures include reviewing data sheets and database for errors in data entry. Incumbent will draft reports summarizing survey data with direction from an Environmental Scientist.
15%	Perform maintenance of field equipment including washing, decontamination, preparation, and organization. Assist with various projects and tasks in the North Central Region Fisheries program as needed.
	<b><u>NON-ESSENTIAL FUNCTIONS:</u></b>
5%	Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Sierra Fisheries goals and objectives. Conduct informal outreach by talking to the public and volunteers during field surveys to promote program mission and goals and answer questions.

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	<p><b><u>DESIRABLE QUALIFICATIONS:</u></b></p> <p>Familiarity with the fundamentals of fish and wildlife management and ecology and general concepts principles involved in the departmental assignment. Ability to 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</p> <p><b>Special Physical Characteristics:</b> Physical strength and agility; ability to hike long distances over difficult terrain; ability to lift and carry 40 pounds; and ability to work in and around water.</p> <p><b>Special Personal Characteristics:</b> Willingness to work irregular hours, including weekends and holidays, and to travel in performing field work throughout the State; willingness to do routine work in order to learn; interest in and aptitude in the work; willingness to wear a uniform. Occasional travel is required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay. Must be able to deploy with short notice for extended periods (up to 7 days) that will include overnight stay.</p> <p><b>Interpersonal Skills:</b> Incumbent must possess good communication skills, get along well with others, and work in small groups for extended periods of time. Ability to interact with the public and maintain a high level of professional integrity.</p> <p><b>WORKING CONDITIONS:</b> Travel to and from Rancho Cordova and field locations including driving on unpaved roads and hiking in the mountains. Field surveys will require working in swift water including swimming, wading, and boating (jet boats, kayaks, and pontoon boats). Cold water conditions may require the use of wetsuits.</p> <p>Office space will be provided at the Rancho Cordova office for entering and conducting quality assurance checking for data collected during surveys.</p> <p>Work requires extended hours in the field (4-5 days), strenuous physical activities (hiking using GPS navigation, pulling nets, carrying equipment), and overnight camping.</p> <p>This position requires the possession of a valid class C Driver's License.</p>

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

<b>PRINT SUPERVISOR'S NAME</b> Leslie Alber	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.**

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