

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.

E-R3 WA 047-051

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE 4/13/23
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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Nutria Eradication Program – Stockton, CA	CLASS TITLE Environmental Services Intern
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-384-4708-905

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent will perform the following duties:
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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.)
40%	ESSENTIAL FUNCTIONS: Nutria Surveys – Assist Nutria Eradication Program staff with surveying suitable aquatic habitats (wetlands, ponds, river backwaters, sloughs, etc.) to classify habitat suitability, determine property access needs, detect nutria sign or presence, and delineate the current geographic extent of the nutria infestation. Survey methods will utilize various detection techniques including, but not limited to, visual observation, camera stations, artificial (vegetation) and wooden platforms, hair snares, use of attractants, baits, and lures, and review of aerial imagery for classifying habitats. Utilize project [GIS-based] mobile applications to locate and manage project equipment; identify wetland plants to species; effectively identify potential nutria sign; review camera images; accurately distinguish nutria from other aquatic mammals; using microscopes, identify hair samples to species; follow project protocols and spatial assignments to efficiently cover project management units.
20%	Assist Field Crew Leads - Comprehend the eradication strategy, spatiotemporal approach, project needs, and crew spatial assignments, as assigned by the Operations Supervisor, and assist the project crew leads with facilitating implementation by the crew of nutria surveyors and trappers. Assist field crew leads with training new project field staff. Compile, prepare, and submit reports, as assigned. Assist with reviewing and evaluating project methodologies and protocols.
20%	Data Collection and Management – Follow project protocols to create, review, and edit project data, primarily using a Department smartphone and/or iPad and mobile applications. Data includes, but is not limited to, spatial, quantitative, and qualitative information about trap, camera, platform, and observation locations, trap and camera rechecks, cell habitat classifications and surveys, confirmed detections, nutria taken, and necropsies.
10%	Nutria Trapping – Assist Nutria Eradication Program staff with nutria eradication trapping in infested areas, which include deploying multiple types of traps, humanely dispatching nutria while minimizing non-target take, and performing necropsies on taken nutria. This will include management of grid-cell trapping assignments; understanding and following protocols within surrounding cells; collecting data on use of attractants, baits and lures; transporting equipment, carcasses, and live animals; recording/entering necropsy data accurately; and collecting, labeling, and organizing biological samples.

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5%	<p>Equipment and Supplies – Construct project equipment, including, but not limited to, monitoring platforms, rafts, trap floats, floating camera stations, multi-capture traps. Clean, organize, and maintain project equipment. Make lures and scent-based attractants for use in surveys and trapping.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform routine maintenance and cleaning of Department-owned lands and equipment. Tasks include; cleaning of facilities, vehicle maintenance/cleaning, sign posting, and weed control. Assist with administrative tasks such as copying, filing, and mailing.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Physical Characteristics: Physical strength and agility; ability to swim 50 yards and stay afloat at least five minutes; and ability to lift 40 pounds.</p> <p>Special Personal Characteristics: 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; ability to assist in transporting wildlife restraint drugs, equipment, firearms, pellet pistols, and ammunition as applicable.</p> <p>Interpersonal Skills: Comfortable interacting with members of the public and working with diverse people in a dynamic work environment; able to focus on long involved tasks such as data entry and be willing to deal with dirt, mud, dead animals, animal blood/feces, and steps necessary to properly clean and store equipment.</p> <p>Additional Desirable Qualifications: Good driving record; interest in and knowledge of fishing, hunting or studying fish, wildlife, invertebrates or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology or fish and wildlife.</p> <p>WORKING CONDITIONS:</p> <p>Must be able to swim, walk through deep mud and thick vegetation, work on steep or uneven terrain, in extreme weather and under physically challenging conditions. Must be able to work odd hours/days (weekend work will be required) and be capable of driving a State-owned vehicle. Must be willing and able to competently use pellet pistols or firearms as per the Department’s Policy for Non-Enforcement Personnel. Must wear Department uniform. Must possess valid Driver’s License and be able to safely and effectively operate watercraft and UTVs, as well as tow trailers. Workdays are limited to 189 days within a 12-month period beginning with the date of hire. Manual labor and cleaning will be required. Data entry will be required. Boating, kayaking, and wearing waders in the water are a major component of the job</p> <p>The primary geographical focus of this position will be in San Joaquin, Sacramento, Contra Costa, Solano, Alameda, and Calaveras counties, but work may be assigned in any part of the area of nutria infestation.</p>

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

PRINT SUPERVISOR’S NAME	SUPERVISOR’S SIGNATURE	DATE
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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.

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RPA # E-R3 WA 047-051

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DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Nutria Eradication Program – Stockton, CA	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent will perform the following duties:
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45%	<p>ESSENTIAL FUNCTIONS:</p> <p>Nutria Surveys – Assist Nutria Eradication Program staff with surveying suitable aquatic habitats (wetlands, ponds, river backwaters, sloughs, etc.) to classify habitat suitability, determine property access needs, detect nutria sign or presence, and delineate the current geographic extent of the nutria infestation. Survey methods will utilize various detection techniques including, but not limited to, visual observation, camera stations, artificial (vegetation) and wooden platforms, hair snares, use of attractants, baits, and lures, and review of aerial imagery for classifying habitats. Utilize project (geographic information system [GIS]-based) mobile applications to locate and manage project equipment; identify wetland plants to species; effectively identify potential nutria sign; review camera images; accurately distinguish nutria from other aquatic mammals; using microscopes, identify hair samples to species; and follow project protocols and spatial assignments to efficiently cover project management units.</p>
25%	<p>Data Collection and Management – Follow project protocols to create, review, and edit project data, primarily using a Department smartphone and/or iPad and mobile applications. Data includes, but is not limited to, spatial, quantitative, and qualitative information about trap, camera, platform, and observation locations, trap and camera rechecks, cell habitat classifications and surveys, confirmed detections, nutria taken, and necropsies.</p>
15%	<p>Equipment and Supplies – Construct project equipment, including, but not limited to, monitoring platforms, rafts, trap floats, floating camera stations, multi-capture traps. Clean, organize, and maintain project equipment. Make lures and scent-based attractants for use in surveys and trapping.</p>
10%	<p>Nutria Trapping – Assist Nutria Eradication Program staff with nutria eradication trapping in infested areas, which include deploying multiple types of traps, humanely dispatching nutria while minimizing non-target take, and performing necropsies on taken nutria. This will include management of grid-cell trapping assignments; understanding and following protocols within surrounding cells; collecting data on use of attractants, baits and lures; transporting equipment, carcasses, and live animals; recording/entering necropsy data accurately; and collecting, labeling, and organizing biological samples.</p>

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<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform routine maintenance and cleaning of Department-owned lands and equipment. Tasks include cleaning of facilities, vehicle maintenance/cleaning, sign posting, and weed control. Assist with administrative tasks such as copying, filing, and mailing.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Physical Characteristics: Physical strength and agility; ability to swim 50 yards and stay afloat at least five minutes; and ability to lift 40 pounds.</p> <p>Special Personal Characteristics: 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; ability to assist in transporting wildlife restraint drugs, equipment, firearms, and ammunition as applicable.</p> <p>Interpersonal Skills: Comfortable interacting with members of the public and working with diverse people in a dynamic work environment; able to focus on long involved tasks such as data entry and be willing to deal with dirt, mud, dead animals, animal blood/feces, and steps necessary to properly clean and store equipment.</p> <p>Additional Desirable Qualifications: Good driving record; additional course work or experience in biological or chemical sciences; interest in and knowledge of fishing, hunting or studying fish, wildlife, invertebrates or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology or fish and wildlife.</p> <p>WORKING CONDITIONS:</p> <p>Must be able to swim, walk through deep mud and thick vegetation, work on steep or uneven terrain, in extreme weather and under physically challenging conditions. Must be able to work odd hours/days (weekend work will be required), be able to lift 40 pounds, and be capable of driving a State-owned vehicle. Must be willing and able to competently use pellet pistols or firearms as per the Department's Policy for Non-Enforcement Personnel. Must wear Department uniform. Must possess valid Driver's License and be able to safely and effectively operate watercraft and UTVs, as well as tow trailers. Workdays are limited to 189 days within a 12-month period beginning with the date of hire.</p> <p>The primary geographical focus of this position will be in San Joaquin, Sacramento, Contra Costa, Solano, Alameda, and Calaveras counties, but work may be assigned in any part of the area of nutria infestation.</p>

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