**W 23-021 to 035**

**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/OFFICENorth Central Region | POSITION NUMBER (Agency-Unit-Class-Serial)565-281-0835-905 |
| UNIT NAME AND LOCATIONWildlife Management Program, Rancho Cordova | CLASS TITLEFish and Wildlife Scientific Aid |
| INCUMBENT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder the supervision of the Senior Environmental Scientist (Supervisory), incumbent performs the following duties: assist environmental scientists with wildlife field surveys, captures, field data collection and analysis, Global Positioning Systems (GPS) field use, and reporting for various Game Grant projects related primarily to large mammal and avian species management. Assist environmental scientists with wildlife and fisheries habitat conservation and restoration on unstaffed Department-owned lands, including wildlife species surveys, fence maintenance and construction, invasive plant control, trash removal, and collecting data to monitor grazing permit use and impacts. Helps conserve wildlife species through documenting and returning public phone calls related to human conflicts with wildlife; presents wildlife conservation and conflict mitigation topics to homeowner groups; helps with field investigations, captures, and management actions related to the region’s Human Wildlife Conflict Program. Wearing a department uniform is required. |

| **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%****30%****20%****5%****5%** | **ESSENTIAL FUNCTIONS**:**WILDLIFE FIELD SURVEYS, WILDLIFE CAPTURE ASSISTANCE, AND LANDS MANAGEMENT**Collect wildlife (game species) survey data requiring the ability to identify mammal and avian species. Use standardized field survey protocols, field GPS use and navigation, and legibly enter data on paper forms. Assist with the setting and monitoring of wildlife traps and hands-on field processing of wildlife. Communicate regularly with alternating lead persons and supervisor regarding survey logistics and work planning. Assist environmental scientists with wildlife and fisheries habitat conservation and restoration on unstaffed Department-owned lands, including wildlife species surveys, fence maintenance and construction, invasive plant control, and trash removal. Collecting data to monitor grazing permit use and impacts. Collect data in the field and/or laboratory; make and record accurate observations; summarize and analyze data; write clear, brief reports; work independently with a minimum of supervision. Participate in training on field survey protocols, logistics, and safety. Incumbent may also assist with preparing for and conducting CDFW special hunts and run hunter check stations. Understand fish and wildlife regulations and explain their purpose to the public.**HUMAN WILDLIFE CONFLICT ANALYSIS AND RESOLUTION**Respond to phone calls from the public and agencies related to nuisance complaints about wildlife. Help conduct field visits to assist with investigating domestic livestock loss which can result in lethal permits to take depredating wildlife species. Emphasize non-lethal mitigation measures to help people “live with wildlife”. Tactfully and politely respond to high-emotion phone calls from the public, who are reporting the loss of livestock or pets to wild predators. Attend meetings and assist with presentations at Homeowners Associations and for various public agencies. Participate in training on field survey protocols, logistics, and safety.**DATA ENTRY AND SYNTHESIS, AND EQUIPMENT MAINTENANCE**Create data entry formats in computer spreadsheets or databases, including Microsoft Teams, SharePoint, and the CDFW Wildlife Incident Reporting (WIR) system. Download electronic data to a laptop computer. Enter and quality-check data. Incorporate site data using Global Positioning Systems (GPS) and from Global Information Systems (GIS) layers. In coordination with lead persons, perform statistical analyses. Maintain and repair specialized equipment in the field or shop.**NON-ESSENTIAL FUNCTIONS:****ADMINISTRATION / OTHER**Prepare monthly reports such as time sheets, travel expense claims, and mileage logs. Assist with equipment inventory and purchasing. Incumbent will attend staff meetings as directed. Maintain and upkeep equipment (vehicle maintenance such as oil changes, checking tire pressure etc.). Perform administrative tasks, including tracking of time worked and mileage logs.**COORDINATION / TRAINING**Communicate with other project aides and volunteers, and coordinate project logistics. Communicate regularly with the lead persons on site visits and survey completion logistics. Participate in training programs and seminars, and career development programs as appropriate to contribute to the achievement of the NCR wildlife program goals and objectives.**DESIRABLE QUALIFICATIONS:****Special Personal Characteristics:**• Enjoy working outdoors, hiking in all types of conditions, and ability to endure long road trips.• Acceptance of lethal and non-lethal methods of resolving Human Wildlife Conflicts.**Interpersonal Skills**:• Organized• Good Communicator• Strong skills in establishing and maintaining effective working relationships**WORKING CONDITIONS**:This position will be located throughout the 17-county North Central Region and possibly other parts of the state, as needed. The incumbent must be willing to work long, irregular hours, including early mornings, evenings, and weekends, and be able to spend multiple, consecutive nights in the field when working on field projects. Job is primarily field based, but also includes office work. Duties may occur under a wide variety of conditions including inclement weather and requires off-trail foot access to study plots in steep/rugged terrain. This position requires the possession of a valid Class C driver’s license. Personal vehicle use may be required. Vehicle expenses and fuel will be reimbursed via monthly mileage claim. |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME**Eric Kleinfelter | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **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** |