

**DUTY STATEMENT**

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

☐ **CURRENT****E-R2 W 24-051****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
DFW DIVISION/BRANCH/REGION/OFFICE North Central Region (Region 2)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-281-0762-905
UNIT NAME AND LOCATION Wildlife Management and Resource Assessment Program – Rancho Cordova, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under close supervision of the Senior Environmental Scientist (Supervisory) for the Wildlife Management Program (WMP), the Environmental Scientist (Limited Term) is responsible for biological assessments and data management for the North Central Region's (NCR) participation and support of the CDFW Statewide Black Bear Study, Integrated Population Model (IPM), and Black Bear Conservation Plan. The incumbent may also participate in other Big Game species investigations in the NCR. The incumbent will conduct field investigations and may lead teams throughout the NCR and will also closely coordinate with NCR unit biologists and Wildlife Branch staff, as well as other affected and involved local, State, and Federal agencies. This position may serve as Lead Person to temporary staff for resource assessment and wildlife management activities.	

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.)
45%	<b><u>ESSENTIAL FUNCTIONS:</u></b>  <b><u>Demographic and Spatial Assessments:</u></b> Assist with capturing bears to mark individual animals for assessing movements, vital rates, recruitment, and population changes. Drive a State issued vehicle and use current technology, including radio telemetry equipment and global positioning satellite (GPS) transmitter collars to quantify geographic distribution, navigate to remote areas, and locate collared animals. Capture bears using culvert type and other box or cage traps, and fit and deploy wildlife collars equipped with GPS that will collect data over multiple years. May collect biological specimens related to approved research and management. Install and maintain camera arrays for determining den sites and cub recruitment. Coordinate and guide efforts by Department field staff, contractors, scientific aids and volunteers assisting with surveys and captures. Collect and use GPS and GIS data for informing model distribution, habitat use, and selection. Use results of analyses to make recommendations for informing program decisions. Complete and provide training in these and other areas as needed.
30%	<b><u>Abundance Estimation:</u></b> Assist with conducting and analyzing the results of captures and surveys (e.g., ground surveys, remote cameras, or captures) throughout the region via State vehicle. Prepare reports, make written and oral presentations related to the bear population status and trends. Coordinate with Department and North Central Region staff on other similar projects and objectives within the Wildlife Program. The position coordinates field work activities, collects and organizes data, and prepares draft reports. This work may include the capture, chemical immobilization, and handling of wildlife for study as well as potential hazing, relocation, and tracking via satellite telemetry.
20%	<b><u>Program Support:</u></b> Validation of hunter-harvested bears during the hunting season (and removal of a bear tooth for age determination). Assisting the CDFW Wildlife Health Lab with disease monitoring and field assessment of bears. Response by phone, email, or in-person to human-wildlife conflict incidents (may require use of State vehicle) and depredation permit requests from the public for

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5%	<p>possible mortal take of specific wildlife. Coordination with landowners, counties, state and other agencies for permissions to access and conduct trapping efforts on their land. Participate in project equipment maintenance for gear used in the projects and other duties as required for the North Central Region Wildlife Program. Write funding proposals, reports, publications, and intra-departmental documents in support of the program. Track, equipment for monitoring efforts, maintaining vehicles and other equipment, and coordination of activities with personnel in the Region. Maintain records and assist regional management and staff as required.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative tasks, including tracking of time worked, purchase orders, maintenance of equipment and associated records. Attend career development, training programs, and professional seminars or conferences as appropriate to contribute to the achievement of the Wildlife Program's goals and objectives.</p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to act professionally, be flexible and tactful. Good time management and sense of geographic direction. Ability to communicate effectively with diverse groups, maintain composure during high-pressure situations. Ability to think quickly, plan, and respond to fast-paced changing situations involving potentially dangerous or imperiled wildlife. Competence with towing and backing up trailers in the snow, as well as using 4-wheel drive functions in mud and snow. Efficient responsiveness to program supervisor and colleagues while in the field or office.</p> <p><b>Interpersonal Skills:</b> Must possess excellent interpersonal and communication skills and be able to work well independently and in a team environment. Comfort and ability to communicate effectively with colleagues, a diverse public, vendors, and agency partners.</p> <p><b>Skills to:</b> Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues. Problem solve and formulate questions, use computer programs (Microsoft Word, Excel, Outlook, and Access), accurately collect and record biological data in the field, and interact and communicate successfully with the diverse public.</p> <p><b>WORKING CONDITIONS:</b> The incumbent will work from the CDFW office in Rancho Cordova, using a CDFW-issued vehicle. Must be willing to work long, irregular hours, including early mornings, evenings, and weekends. Office setting requires using a computer keyboard at least several hours a day and involves sitting most of the time; but may involve walking or standing for brief periods. Lifting heavy and irregular items (up to 40 lbs.) and performing strenuous field and lab work are required. Must attend occasional meetings. In addition to working with Rancho Cordova-based staff, interact with other Headquarter staff and members of the public, mostly via email and telephone. Field activities may be strenuous physical activity in variable weather conditions. Ability to swim 50 yards and stay afloat for at least five minutes. The incumbent must possess a valid California driver's license and be able to drive up to 10 hours per week/40 hours per month. Wearing a CDFW uniform is required, and the use of firearms (both lethal and nonlethal) to tranquilize, haze, or euthanize animals may be required. Must be vaccinated against rabies virus and maintain adequate current antibody titer or willing to receive pre-exposure rabies vaccinations. Must feel comfortable with potential close contact with imperiled and/or confined wild animals. Must complete mandatory wildlife</p>

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	capture training and firearms training within 6 months of hire.	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<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>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>