

DUTY STATEMENT**E-R6 WR SB 24-016, 017, 018, 019**

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

☐ **CURRENT****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 Inland Deserts Region 6	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0835-905
UNIT NAME AND LOCATION Wildlife South Program - Ontario	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 assists with a wide range of wildlife management duties, including population monitoring and habitat surveys for native species, collecting biological data from large mammals using radio telemetry and optical equipment, supporting necropsy work, preserving biological samples, and maintaining field equipment and vehicles for the Inland Deserts Region Wildlife South Program in Ontario. The incumbent also supports data entry and database management for biological samples and hunting-related information, conducts literature reviews, summarizes data, generates maps using ArcGIS, and helps prepare reports. Additionally, the incumbent contributes to habitat improvement projects, organizes and maintains field and administrative records, and fulfills various Department of Fish and Wildlife administrative responsibilities to support regional staff and the Department's mission.

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%	<u>ESSENTIAL FUNCTIONS:</u> Assist regional staff with population monitoring and habitat surveys for native amphibians, reptiles, birds, and/or mammals to support the conservation and management of native wildlife populations. Collect field biological data from large mammal species (mule deer, bighorn sheep, black bear, mountain lion). Use radio telemetry and optical equipment to locate animals and collect data on fecundity and recruitment. Support necropsy work by preparing the workspace, recording observations and data, handling and labeling biological samples, and cleaning and disinfecting work areas and tools. Collect and follow protocols to preserve samples that may include hair follicles, teeth, fecal samples, organ tissues. Accurately record data regarding samples collected and field observations. Maintain field equipment and vehicles. Drive 4x4 vehicles on rough forest and desert roads to access remote field sites and support field crews. Help with the set-up and maintenance of remote cameras. Provide assistance with radio telemetry flights and aerial surveys, as needed. Participate in base camp processing efforts to deploy radio-collars, assess animal health, and collect biological samples.
25%	Perform data entry and management of databases for biological samples, camera stations, hunting tag returns, hunter surveys, trapping issues, hunt drawings and public hunting opportunities. Conduct review of scientific literature, and assist in summarizing data, generating maps, and preparing reports to enhance the Department's ability to monitor wildlife populations and provide transparent and accurate data to stakeholders and the public.

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15%	Assist with habitat improvement projects, including maintaining, enhancing, and establishing wildlife water developments such as clearing debris, document field activities, transport tools and materials, where feasible. Compile and provide information on regional wildlife activities to the regional species leads and the Department's Wildlife Branch to ensure accurate communication timely.
10%	Maintain and organize field equipment, vehicles, data recording sheets, and computer data files; keep accurate and up-to-date records of observations; input data into computers using Excel and Access; conduct basic spatial analysis and generate maps using ArcGIS; assist with preparation of reports; organize work schedule and coordinate with appropriate personnel; perform other duties as required and provide other assistance as requested, such as but not necessarily limited to transporting vehicles, maintaining equipment, and timely completion of routine monthly paperwork to ensure the efficiency, accuracy, and continuity of wildlife research and management activities by supporting the organization and maintenance of essential tools, data, and logistics..
5%	ADMINISTRATIVE/OTHER: Fulfill Department of Fish and Wildlife administrative and other duties as required. Maintain records, complete training and assist regional staff as required in fulfillment of the Department's mission.
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Answer routine inquiries from the public related to wildlife biology, hunting regulations, hunting programs and Program activities, as assigned.</p> <p>Special Personal Characteristics: Physical strength and agility; ability to backpack with a 40-pound pack; navigate, hike, and scramble off-trail at least 6 miles with 2,000 ft of elevation gain; willingness to fly in helicopters for surveys; and to remain safe while working in remote areas.</p> <p>Interpersonal Skills: Establish and maintain cooperative relationships with those contacted in the course of the work.</p> <p>WORKING CONDITIONS: Must be able to work in extreme temperatures (10–110°F), in inclement weather, and in rugged backcountry terrain during all months of the year. Travel up to 20% may be required via private or public transportation. A valid Class C driver license will be required to drive 4x4 vehicles. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff.</p>

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