

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.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) – Young Fish Investigations Unit – Stockton, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0762-032
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of a Senior Environmental Scientist (Supervisory), the incumbent is responsible for scheduling and conducting fieldwork, data entry and checking, database management and reporting for the Fall Midwater Trawl (FMWT) Survey and will periodically act as an alternate field lead person for the Summer Townet (STN) Survey, two long-term fish and zooplankton monitoring projects conducted under the auspices of the Interagency Ecological Program (IEP) for the San Francisco Estuary. The incumbent may act as a lead person for Senior Laboratory Assistants, and assist with the hiring, training, and scheduling of Fish and Wildlife Scientific Aids.	

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.)
35%	ESSENTIAL FUNCTIONS: Data and Database Management and Analysis: Responsible for data sheet review and archiving, oversight of computer data entry and data editing, quality control, and data publishing. Maintain up-to-date, corrected copies of project databases, proper backups, and logs of database corrections or changes. Conduct and report the results of data analyses to evaluate trends of abundance or recruitment; to investigate growth, survival, or distribution of fishes; or to evaluate the effects of various biological and environmental conditions. Develop queries to extract and manipulate data for unit analyses and based on outside researcher requests. Extract and deliver appropriately requested data or the database itself to agency and non-agency researchers and online data portals. Provide metadata and information on the proper use and limitations of the data provided. Use related software, including Microsoft Access and Excel, SYSTAT, Sigma Plot, R, and R Studio to complete the above-mentioned tasks.
25%	Prepare Scientific Reports and Presentations: Develop an understanding of and, in time, expertise in the history, structure, and functioning of the FMWT Survey, related special studies, and the databases associated with them. Write, edit, and revise documents describing study results for index memos, annual reports, newsletter articles, technical reports, and peer-reviewed journal articles. May review, edit, and comment on the writing of other Environmental Scientists, and occasionally present at scientific workshops, conferences, and various interagency working group meetings. Prepare written documents and oral presentations for web-based, agency management, and professional biologist audiences, including peer-reviewed publications.
25%	Lead and Conduct Fieldwork and Lab Work: In collaboration with another Environmental Scientist, oversee/conduct data collection from a research vessel during FMWT surveys and as required for other fish and zooplankton monitoring surveys or special studies. Accurately identify fishes and macro-invertebrates caught. Support STN survey as an alternate field lead person. Develop

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 2

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.)				
5%	expertise on the methods and protocols for the FMWT and STN surveys and other surveys as needed and ensure adherence to protocols during the surveys. Responsible for the accurate and complete transcription to data sheets of physical and biological data collected and identification of fishes and invertebrates. Develop survey schedules and staffing and coordinate with boat operators and lab staff to ensure that necessary materials and gear are ready for each survey. May cross-train on other long-term monitoring surveys. Assist in preparation of annual work plans and development of new special studies to investigate management questions on specific habitats, sampling gear use, or mechanisms believed important to organisms. Drive a state-issued vehicle to transport crews, equipment, and samples to and from marinas and related field locations. Interagency Coordination: Attend and participate in IEP Project Work Team meetings and other interagency and departmental working groups, including annual workshops. Be prepared to present and discuss past, current, and future work. Coordinate and facilitate data collection and fish collection for other projects, agencies, or individuals. Attend scientific conferences and interact or collaborate with other researchers doing similar or complementary work.				
10%	NON-ESSENTIAL FUNCTIONS: Other duties: Complete Attendance Reports and other administrative tasks (e.g., vehicle mileage logs). Attend relevant training and continuing education necessary to maintain and improve job skills. Assist in interviewing personnel. Research and prepare documents for the purchase of equipment and supplies; and communicate progress updates with unit members via team meetings and email. Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) pursuing and completing pertinent formal educational opportunities (e.g., training and seminars), (2) participating in pertinent workshops, workgroups, and staff meetings, and (3) participating in activities to support IEP Operations Program 'infrastructure' (e.g., labs, web site, training material, and permits). WORKING CONDITIONS: Requires using a laptop/desktop computer for most of the workday, five (5) days a week when working in the office. Occasional laboratory work using a dissecting microscope to identify preserved fish, crabs, and shrimp. Involves sitting most of the day and walking or standing for brief periods. Field work is mainly performed aboard research vessels collecting, sorting, and processing biological samples, which involves frequent kneeling, reaching, and lifting up to forty (40) pounds. Field work may occur in inclement weather, rough water, and require early starting or long working days. Must possess a valid driver's license and be able to operate a State vehicle (e.g., truck) to transport crew, equipment, and/or samples to and from field work locations (e.g., marinas) in the Delta and west through the San Francisco Bay Area. Occasional overnight travel may be required to facilitate field work for State business, up to 5%. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Steven B. Slater, Senior Environmental Scientist (Supervisory)	<table border="1"> <thead> <tr> <th data-bbox="917 1644 1377 1682">SUPERVISOR'S SIGNATURE</th> <th data-bbox="1377 1644 1526 1682">DATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="917 1682 1377 1738"></td> <td data-bbox="1377 1682 1526 1738"></td> </tr> </tbody> </table>	SUPERVISOR'S SIGNATURE	DATE		
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 VACANT, Environmental Scientist	<table border="1"> <thead> <tr> <th data-bbox="917 1864 1377 1902">EMPLOYEE'S SIGNATURE</th> <th data-bbox="1377 1864 1526 1902">DATE</th> </tr> </thead> <tbody> <tr> <td data-bbox="917 1902 1377 1955"></td> <td data-bbox="1377 1902 1526 1955"></td> </tr> </tbody> </table>	EMPLOYEE'S SIGNATURE	DATE		
EMPLOYEE'S SIGNATURE	DATE				