

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 South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-541-0835-905
UNIT NAME AND LOCATION Inland Fisheries Program, Seal Beach	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Inland Fisheries Program Senior Environmental Scientist Supervisor, the incumbent will support native fish and amphibian conservation efforts within the South Coast Region 5, with a primary emphasis on coastal rainbow trout (<i>Oncorhynchus mykiss</i>) and threatened and endangered native fish and amphibians. The position assists professional scientific staff with field surveys, data collection, habitat assessments, and data management necessary to implement native species monitoring, restoration, and recovery actions. The position is based in Seal Beach, with frequent fieldwork conducted throughout the South Coast Region, including Santa Barbara, Ventura, Los Angeles, Orange, and San Diego Counties.	

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: Assist Environmental Scientists with field-based monitoring of native fish and amphibians, with a primary focus on coastal rainbow trout and threatened and endangered native fish and amphibian priority species. Duties include conducting snorkel surveys, electrofishing, rod-and-reel sampling, amphibian surveys, habitat typing, and water quality and temperature monitoring in streams, rivers, and associated habitats. Collect biological, physical, and environmental data to determine presence/absence, abundance, distribution, and population condition. Assist with invasive species removal and implementation of approved survey protocols while adhering to safety requirements and decontamination procedures to prevent the spread of aquatic invasive species. Drive a state 4x4 vehicle on steep, slippery, or uneven terrain to survey sites. Conduct field work in inclement weather and on steep, slippery, or uneven terrain. Backpacking to remote locations and camping overnight in the field may occur as needed to complete project tasks.
40%	Enter, manage, and quality-check field data using Microsoft Excel and CDFW regional databases. Assist with preliminary data summaries, figures, and draft technical memoranda or reports supporting program deliverables. Download, process, and perform QA/QC on temperature logger data using Hoboware software. Prepare, load, operate, clean, and maintain specialized field equipment including GPS units, electrofishing equipment, water quality meters, data loggers, cameras, snorkel gear, and sampling nets. Ensure all equipment is properly maintained and stored in safe working condition. Follow proper invasive species decontamination protocols of field gear upon completion of each survey.
10%	Assist Environmental Scientists with education and outreach activities related to native fish conservation and threatened and endangered species recovery. Support CDFW programs and events such as Trout in the Classroom, Fishing in the City, STEM education events, and presentations to local angling groups or community organizations. Help prepare educational materials and assist with field or classroom demonstrations as directed.

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10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform routine administrative duties including ordering and inventorying field supplies, maintaining equipment and vehicle logs, filing, organizing records, and assisting with timekeeping and tracking work hours in accordance with State Wildlife Grant and other federal or state funding requirements. Participate in relevant training, safety briefings, and professional development opportunities that support Inland Fisheries Program goals.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Office will be located in the Seal Beach Office. Willingness to work irregular hours, including nights, weekends or holidays and willingness to travel or conduct fieldwork in inclement weather and on steep or uneven terrain; backpacking to remote locations and camping overnight in the field as needed. Project work will require carrying a variety of supplies, tools, or equipment.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Joseph Stanovich	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	EMPLOYEE'S SIGNATURE 	DATE