

**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.*

**E-WFD 25-003/004**

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE 5/1/2026
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division/Nutria Eradication and Beaver Restoration	POSITION NUMBER (Agency-Unit-Class-Serial) 565-032-0835-905
UNIT NAME AND LOCATION Beaver Restoration Program – West Sacramento	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 Beaver Restoration Program Supervisor, the incumbent will assist the Beaver Restoration Program with implementation of beaver-assisted restoration projects to support ecosystem conservation, habitat restoration, species conservation, and improve climate change, drought, and wildfire resilience throughout California. Tasks include conducting pre-trapping beaver surveillance, live-trapping, animal transport, daily animal care during quarantine, beaver translocations, pre- and post-release monitoring of the ecosystem and translocated beavers, maintenance of equipment and animal husbandry facilities, data collection, entry, and management, as well as assisting the Nutria Eradication and Beaver Restoration Units with image cataloguing in Wildlife Insights to improve the species identification algorithm for species commonly encountered in California's wetland ecosystems.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
30%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Surveys and Monitoring</b> – Assist Beaver Restoration Program staff with conducting the following tasks, while safely operating state-owned vehicles and UTVs throughout the state: site assessments for potential beaver restoration projects; surveys for the presence of beaver or signs of their past presence to help determine the current distribution of beavers in California; post-release monitoring of translocated beavers through telemetry, camera stations, and visual observations to evaluate survival, reproduction, mortalities, ecosystem engineering activities, and project success metrics; pre- and post-release monitoring of the ecosystem at prospective beaver release sites to document the benefits or impacts to other species' populations, habitats, and abiotic parameters of interest.</p>
20%	<p><b>Beaver Trapping and Translocation</b> – Assist Beaver Restoration Program staff with live trapping and translocation of beavers. Tasks include evaluating potential sites for trapping source beavers; deploying camera stations for pre-trapping surveillance and monitoring during trapping efforts; understanding and following protocols for deploying safe and effective trap sets, using a variety of suitcase and cage live traps, that minimize the likelihood of non-target captures; release of any non-target species; transporting captured beavers for intake into quarantine/captivity and for translocation to release sites. Duties will require humanely dispatching any incidentally-captured invasive nutria and daily driving of state vehicles to trapping sites.</p>
20%	<p><b>Captive Animal Care and Pen Maintenance.</b> Provide daily care for beavers and Judas nutria during short-term captivity periods within CDFW's beaver and nutria holding facilities in Rancho Cordova and Los Banos. Daily duties include feeding, assessing animal health and facility conditions, draining/refilling pools, cleaning pens, completing daily care and observation logs, as well as collecting native vegetation and obtaining produce, as needed. These duties are required during</p>

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<p>15%</p> <p>10%</p> <p>5%</p>	<p>quarantine and pre-translocation holding periods. Duties also include deep cleans and pen decontamination between housing of different animal groups. Duties may be required in additional locations in the future.</p> <p><b>Data Collection and Management</b> – Follow project protocols to create, review, and edit project data, primarily using a Department smartphone or iPad and the ESRI Field Maps application. Data includes, but is not limited to: spatial, quantitative, and qualitative information about trap, camera, monitoring equipment, and observation locations, trap and camera rechecks, and locations of site assessment and beaver releases. Duties include data collection and entry of workup and necropsy data, as well as collecting, labeling, and organizing biological samples. Assist the Beaver Restoration Program and Nutria Eradication Programs with maintaining respective camera trap data in Wildlife Insights, including camera spatial data, image uploads, image cataloguing, and AI algorithm training for accurate species identification.</p> <p><b>Maintain Equipment and Supplies</b> – Assist Beaver Restoration Program staff with constructing project equipment, as needed. Clean, decontaminate, transport, organize, and maintain project equipment, including traps, camera station equipment, PIT antennas, water monitoring equipment, etc.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform routine maintenance and cleaning of Department-owned vehicles and equipment. Assist with administrative tasks such as copying, filing, and mailing.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to work independently; excels in a collaborative setting; responds positively and proactively to challenges. Ability to think quickly and respond to fast-paced changing situations involving sensitive wildlife issues. Shows courtesy, respect, and tact towards others. Highly dedicated and strongly self-motivated. Able to accurately collect, record, and/or analyze biological data in the field. Knowledge of wildlife and habitat survey protocols; watershed assessment techniques; wildlife handling and capture techniques. Ability to use computer programs (e.g., Microsoft Word, Excel, Access, ArcGIS).</p> <p><b>Interpersonal Skills:</b> Demonstrated ability to successfully engage, interact, and communicate with scientific staff, stakeholders, and diverse publics. Strong written and verbal communication skills.</p> <p><b>Additional Desirable Qualifications:</b> Good driving record; additional coursework or experience in biological or chemical sciences; interest in and knowledge of fishing, hunting or studying fish, wildlife, invertebrates or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology or fish and wildlife. Able to focus on long-involved tasks such as data entry and be willing to deal with dirt, mud, dead animals, animal blood/feces, and steps necessary to properly clean and store equipment.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Must be willing to work long, irregular hours, including early mornings, evenings, and most weekends due to the species involved (e.g., nighttime tracking, daily trap checks). Weekend work, statewide travel, and some camping in remote areas will be required. Will interact with regional and headquarters staff, as well as landowners via e-mail, telephone, and in-person. Must attend occasional meetings, both virtually and in-person. Must wear a Department uniform. Field activities will involve strenuous physical activity and/or hiking long distances in variable weather conditions.</p> <p>The incumbent must be:</p> <ul style="list-style-type: none"> <li>• Able to swim and stay afloat for at least 5 minutes</li> </ul>

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	<ul style="list-style-type: none"> <li>• Able to walk through deep water, mud, and thick vegetation while wearing waders for multiple hours, safely operate a kayak, and work on steep or uneven terrain in extreme weather and under physically-challenging conditions</li> <li>• Willing and able to handle live animals and carcasses and lift up to 40 pounds</li> <li>• Willing and able to competently use pellet pistols or firearms as per the Department's Policy for Non-Enforcement Personnel</li> <li>• In possession of a valid Driver's License and able to safely and effectively operate state-owned vehicles, watercraft, and UTVs, as well as tow trailers</li> <li>• Able to use a computer keyboard in a sitting and/or standing position several hours a day and be able to drive for up to 8 hours</li> </ul> <p>Workdays are limited to 189 days within a 12-month period.</p>
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>	
<b>PRINT SUPERVISOR'S NAME</b> Molly Alves	<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> _____