

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
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DFW DIVISION/BRANCH/REGION/OFFICE North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0835-905
UNIT NAME AND LOCATION Fisheries, Rancho Cordova	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 Senior Environmental Scientist (Supervisor) the incumbent will perform duties associated with actions to improve species resiliency. As part of a team incumbent will conduct region-wide inventory, monitoring, and habitat surveys for native amphibians under a State Wildlife Grant (SWG grant) for Foothill Yellow-legged Frog (<i>Rana boylei</i>) Population and Habitat Monitoring in Response to Pulsed Flows and Wildfire. Most field work will be conducted on the Northern California Sierra Nevada Mountains and Coast Ranges and may include a combination of front country and back country work. Monitoring will focus on Foothill Yellow-Legged Frog monitoring and will include extensive habitat data collection.	

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
35%	Conduct visual encounter and capture-mark-recapture surveys for native amphibians to assess and monitor population dynamics and conditions using standardized protocols. Incumbent will be required to record clear and complete data in the field.
30%	Conduct assessments and monitoring of native amphibian habitat including monitoring habitat changes, soil, sedimentation, woody debris, and hydrography for Foothill yellow-legged frog populations in the North Central Region.
15%	Under the lead of the Environmental Scientist incumbent will enter survey data using a department computer with Excel and conduct quality assurance procedures for data collected. Quality assurance procedures will include reviewing data sheets and excel database for errors in data entry. Incumbent will draft reports summarizing survey data with direction from the Environmental Scientist.
10%	Perform routine maintenance of field equipment for the project. Maintenance may include equipment repair, washing, decontamination, gear preparation, and organization of equipment in the project locker.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
10%	Conduct informal outreach by talking to the public and volunteers during field surveys to promote the program mission and goals and answer questions. Complete administrative tasks in a thorough and timely manner (attendance reports, travel expense claims, mileage logs, etc.)

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	<p>Special Personal Characteristics: Willingness to work irregular hours including weekends and holidays and to travel to perform field work throughout the State; willingness to do routine work in order to learn; interest in and aptitude in the work; willingness to wear a uniform.</p> <p>Interpersonal Skills: Incumbent must possess good communication skills, get along well with others and work in small groups for extended periods of time. Ability to interact with the public and maintain a high level of professional integrity and establish and maintain cooperative relationships with those contacted in the course of the work and exhibit ethics of professional conduct and practices.</p> <p>WORKING CONDITIONS: Work will be conducted at remote lake and stream locations in the Sierra Nevada. Field surveys will require working irregular hours, including holidays, and to travel in performing field work throughout Northern California. Occasional weekend work may be required. Crews will hike to survey sites and may spend several days camping while doing aquatic surveys. Work requires extended hours in the field (4-5 days), strenuous physical activities (hiking using Global Positioning System (GPS) navigation, carrying equipment), and overnight camping. Office space will be provided at the Rancho Cordova office for entering and conducting quality assurance checking for data collected during surveys. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff while conducting fieldwork or attending meetings.</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