

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.

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| 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 Wildlife and Fisheries Division/Wildlife Branch | POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-905 |
| UNIT NAME AND LOCATION Game Conservation and Connectivity Program, 1010 Riverside Pkwy, West Sacramento | CLASS TITLE Environmental Scientist |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the close supervision of the Senior Environmental Scientist Supervisor, this limited term position supports the implementation of a FY25/26 federal grant) and meets the business-critical needs including management plans in the Big Game unit. The Environmental Scientist is responsible for supporting biological assessments, detection, and data management to support development of conservation and management strategies for game species and their habitats. The incumbent conducts investigations and may lead teams and projects throughout California. The incumbent closely coordinates with regions and Wildlife Branch functions, as well as tribes and local, State, and Federal agencies. The position coordinates field work activities, collects and organizes data, and prepares draft reports.

| 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.) |
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| 35% | <p>ESSENTIAL FUNCTIONS:</p> <p>Scientific Coordination and Planning Plan and implement surveys to address impacts to game mammal species, primarily mule and black-tailed deer, and assess environmental conditions and habitats. Collaborate and coordinate with regional scientific staff to establish fDNA (fecal DNA) collection protocols and collect fDNA statewide. Plan and execute statewide field assignments, including field and safety protocols, equipment procurement and maintenance.</p> |
| 35% | <p>Data Collection and Management Drive to field locations across California in an SUV or truck. Use Global Positioning System (GPS) to navigate to and in remote areas of California in a four-wheel drive vehicle. Follow collection protocols to collect field data, which may include collecting fDNA, hair and other biological samples, conducting wildlife captures, helicopter surveys, managing trail camera arrays, using telemetry equipment to locate collared animals, and collecting data related to disease. Download and process camera trap images and enter other data collected. Coordinate compilation, organization, and maintenance of statewide databases and spreadsheets. Oversee quality control of data collected in the field. Use statistical techniques and GIS to assist with data analysis and progress reporting. Support the development of central repositories for biological and scientific data with a focus on collar data, trail camera photos and audio recordings. Help organize data and facilitate the development of strong scientific research. Support and maintain scientific literature repository. Coordinate with researchers at universities, non-governmental organizations, and federal agencies to leverage existing data sets.</p> |
| 15% | <p>Train Seasonal Staff</p> |

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| <p>10%</p> <p>5%</p> | <p>Train seasonal staff in collecting protocols, data stewardship and field safety protocols. Coordinate equipment usage statewide. Support maintenance of equipment for safe fieldwork.</p> <p>Documentation Edit reports, publications, and other documents on various topics. Provide support with complex procurement needs for the organization to be able to conduct wildlife research. Maintain assets and other related records.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Administration Maintain records of time worked by activity, submit timesheets, travel expense claims, update personal administration, complete required training; attend career development and training programs, develop and participate in seminars as appropriate to contribute to the achievement of the Wildlife Branch goals and objectives.</p> <p>WORKING CONDITIONS: Ability to use a computer and standard word processing software. Ability to drive a four-wheel drive vehicle and ATV. Possession of a valid driver's license issued by the Department of Motor Vehicles. Ability to accurately collect and record biological data in the field. Ability to interact and communicate successfully with a diverse public. Good time management skills. Ability to hike cross-country to remote survey sites in rugged terrain, as well as in hot and freezing conditions, subject to biting insects. Ability to camp overnight in these extreme conditions. Attend meetings, work with staff statewide to complete work assignments. Travel will be required up to 50% may include multiple day overnight stays up to ten days.; the location is dependent upon the project. At times a uniform may be required for this position.</p> |

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

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| <p>PRINT SUPERVISOR'S NAME Senior Environmental Scientist Supervisor</p> | <p>SUPERVISOR'S SIGNATURE</p> | <p>DATE</p> |
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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.

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| <p>PRINT EMPLOYEE'S NAME</p> | <p>EMPLOYEE'S SIGNATURE</p> | <p>DATE</p> |
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