

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 Central Region – R4 | POSITION NUMBER (Agency-Unit-Class-Serial) 565-441-0835-905 |
| UNIT NAME AND LOCATION Coastal Fisheries Team – CDFW Monterey Office | CLASS TITLE Fish and Wildlife Scientific Aide |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |

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| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Environmental Scientist (Supervisor), the Scientific Aid will primarily assist the Environmental Scientist with fisheries population assessments, habitat assessments, angling surveys in rivers, estuaries/lagoons, and lakes in Monterey, San Benito, and San Luis Obispo counties. Due to the remote locations of stream reaches, car-camping and backpacking are important functions of the job as are ongoing office tasks that include data entry / analysis and use of laboratory equipment. |
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| 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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| 40% | <u>ESSENTIAL FUNCTIONS:</u> <u>Inland Fisheries Population and Habitat Data Collection:</u> Incumbent will assist the Environmental Scientist in conducting a variety of inland fisheries population and habitat monitoring using a variety of methods in rivers, estuaries/lagoons, and lakes as needed. Fisheries population surveys include electrofishing, snorkeling, spawning, mark-recapture, hook-and-line sampling, seining, DIDSON sonar camera steelhead counts operations and video review. Habitat surveys include migration barrier assessments, Habitat Typing, Stream Survey Assessments, limiting factor analysis, Instream Flow assessments, etc. |
| 30% | <u>Data Entry, Data Analysis, Reporting:</u> The incumbent will assist the Environmental Scientist with office duties that include acquiring landowner access, developing site safety plans, sonar video review, fish scale aging, data entry, data analysis, reporting, and updating monitoring protocols as needed. |
| 20% | <u>Creel and Angler Survey Box Surveys:</u> Incumbent will assist the Environmental Scientist in conducting Angler Survey Box / Creel Surveys with recreational anglers at lakes and streams on legal angling days. |
| 5% | <u>Equipment Maintenance and Repair:</u> Incumbent will assist the Environmental Scientist in the maintenance and repair of field and office equipment using a variety of power and hand tools as necessary as well as taking the state vehicle into the mechanic for maintenance. |
| 5% | <u>Non-Essential Functions:</u> Incumbent will participate in training related to field operations and office work at the supervisor's approval and discretion. Administrative tasks include attending staff meetings and safety meetings and preparing administrative documents (e.g., monthly timesheets, travel expense reports, vehicle logs, etc.) |
| | <u>DESIRABLE QUALIFICATIONS:</u> Good driving record; additional course work or experience in biological or chemical sciences; interest in and knowledge of fishing, hunting, or studying fish, |

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| | <p>wildlife, invertebrates, or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology or fish and wildlife.</p> <p>Special Personal Characteristics: Strength and Agility: must be able to lift 40 pounds and be able to hike long distances over uneven terrain, swim 50 yards, and stay afloat for at least 5 minutes. Willingness to car-camp and backpack for access to streams in the steep backcountry. Willingness to work irregular hours including weekends and holidays and to travel in performing field work throughout the State. Must demonstrate a willingness to do routine work in order to learn; interest in and aptitude in the work; and willingness to wear a uniform.</p> <p>Interpersonal Skills: This position requires the incumbent to work cooperatively with others. Teamwork, cooperation, communication, and continuity are a must to maintain the high level of Program success.</p> <p>WORKING CONDITIONS: The selected candidate must be willing to work long hours including weekends and holidays, in adverse weather conditions, in cold water with the use of insulated waders, using fish anesthetics; and be able to negotiate rough and unstable terrain. Work will require some time in an office setting, but also requires outdoor work in all types of weather conditions. The position is seasonal in nature, may be limited to a nine-month period.</p> |

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

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| PRINT SUPERVISOR'S NAME | SUPERVISOR'S SIGNATURE | DATE |
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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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| PRINT EMPLOYEE'S NAME | EMPLOYEE'S SIGNATURE | DATE |
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