

**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.*

<b>INSTRUCTIONS:</b> 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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-381-0835-905
UNIT NAME AND LOCATION Wildlife Management and Lands - Napa-Sonoma Marshes Wildlife Area Complex – Napa, CA	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>
Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent will assist Environmental Scientists with research and monitoring in the Napa-Sonoma Marshes Wildlife Area (WA), Petaluma Marsh WA, and San Pablo Bay.

<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>
40%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Field Collection:</b> Assist the Environmental Scientist with collecting biological data on wildlife, fish, and plant populations and habitats, as well as required monitoring data in compliance with tidal restoration project permits. Perform surveys, including small mammal trapping, vegetation field surveys, bird surveys. Collect and handle samples, mark locations with global positioning system (GPS) units, and document vegetation and nest data. Enter and update survey data using ArcGIS Pro, FieldMaps, and Survey 123. Assist in operation and maintenance of infrastructure needed for restoration project success. Drive a state vehicle truck with four-wheel drive (4WD) or all-terrain vehicle (ATV), or ride in a boat or kayak for accessing the Napa-Sonoma Marshes Complex to perform the above functions.</p>
35%	<p><b>Pre- And Post-Survey Tasks:</b> Assist with preparation for fieldwork by organizing and maintaining sampling gear and other field equipment. Complete all post-survey responsibilities with a high level of accuracy, including meticulous equipment cleaning and maintenance, detailed equipment inventory, thorough datasheet review, precise data entry, and diligent quality control of all recorded data. Analyze and produce summaries of data as needed for reporting requirements as directed by the Environmental Scientists. Assist in writing memos, letters, reports, tables, and forms.</p>
15%	<p>Respond to public information requests received via telephone and email. File and organize office materials, scan and organize documents, and other routine paperwork. Assist in running errands and other tasks as needed to complete projects as directed.</p>
10%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Miscellaneous duties, including photocopying, scanning and organizing documents, purchasing supplies, working on other California Department of Fish and Wildlife field surveys and projects as needed, invasive plant removal, litter removal, assisting with the annual Junior Pheasant Hunt, and completing labor distribution reports.</p>

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	<p><b>WORKING CONDITIONS:</b></p> <p>Involves regularly working outside in inclement weather and harsh conditions. Areas include uneven terrain in various environments. Involves irregular hours and varying workweek schedules to accommodate field work, which may include working on weekends. Field days can be 10-12 hours long and start early in the morning. Requires tolerating mosquitos, ticks, and inclement weather (heat or rain) and walking distances over uneven and flooded terrain. Ability to work on various small watercrafts (motorized and self-propelled [kayak]). Ability to sit and use a computer keyboard several hours a day.</p> <p><b>Special Requirements:</b> Requires possession of a valid driver's license and ability to operate a state vehicle with 4WD on CDFW lands. Requires the ability to operate ATVs and kayaks, and ride in boats. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties. Regularly involves both early morning and late evening for conducting field surveys. Must be able to lift up to 40 pounds and be comfortable in and around tidal waters.</p>				
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>					
<b>PRINT SUPERVISOR'S NAME</b>	<table border="1" style="width: 100%;"> <tr> <td style="width: 60%;"><b>SUPERVISOR'S SIGNATURE</b></td> <td><b>DATE</b></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>		
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<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>					
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