

**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
DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-581-0762-XXX
UNIT NAME AND LOCATION Wildlife Biodiversity Program, San Diego	CLASS TITLE Environmental Scientist
INCUMBENT Vacant	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 (Supervisory) for the Wildlife Biodiversity Program, the incumbent provides technical expertise on game bird species and performs population assessment, analysis, research and monitoring; habitat assessment, Department land management and acquisition assistance; regulatory compliance for various job aspects, hunting regulation proposals, and public outreach. The incumbent will also manage public use activities including hunting and fishing; coordinate hunter outreach and special hunting activities of the Game Bird Heritage Program, and implement the activities based on established 5-year plans. The incumbent is also the point of contact for San Felipe Valley Lands complex and other Lands as the need arises. The incumbent is responsible for daily management and monitoring for the lands in coordination with multiple agencies and non-governmental stakeholders, with the goal of conserving the rich biological diversity of the region while providing compatible public use opportunities. Duties include the following essential functions:

<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>The incumbent performs comprehensive wildlife management and assessment activities for hunted species, primarily upland game bird species, waterfowl as needed, and other wildlife species. These activities include population assessments through surveys and other methods and provides technical guidance to other staff within the program. Other duties in this area include assessing habitat conditions using field survey techniques, recommending or performing habitat management and improvement activities on Department and other public lands, and evaluating wildlife habitat for potential parcels to be purchased . The incumbent proposes hunting regulations based on population surveys and habitat analysis. This position will assist in the guidance of seasonal and scientific aids, wildlife habitat assistants/technicians to collect data, the preparation of reports, and basic land management activities such as habitat improvements. Coordinate game bird hunts with regional and headquarter staff for the Region. This includes driving a 4WD state vehicle in California is necessary to travel for site visits and job-related functions, especially when driving to remote locations where alternative modes of transportation are not feasible.</p>
35%	<p>Lands management – Determine and implement the level of management needed on areas specifically used by listed, special status, and game species. Prepare, implement and revise adaptive management plans for Department managed lands. Develop Site Operations Plans, bidding documents and contracts. Routinely inspect all California Department of Fish &amp; Wildlife (CDFW) managed properties assigned to the position to ensure the site is adequately protected (gates, signs and fencing intact), contains no safety hazards, invasive non-native vegetation and wildlife is controlled, and that public use that is occurring is consistent with the Fish &amp; Game Code (FGC) Title 14 regulations adopted for the property. Formulate and implement, coordinate appropriate corrective actions for observed conditions, as needed. This could include environmental review and permit preparation, contract preparation and management, procurement of materials and equipment, working directly in the field and/or coordination with other Department staff or other labor crews. Prepare annual work plans, annual reports and budget information on management activities for</p>

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	<p>each property for Federal Wildlife Restoration Act grant requirements. Following Department approval, distribute report and meet with appropriate agencies regarding adaptive land management and biological monitoring programs associated with Department lands as necessary. Land management practices such as operation of hand tools, power tools and equipment, machinery, herbicide, predator control, etc. are included in this category. This includes driving a 4WD state vehicle in California is necessary to travel for site visits and job-related functions, especially when driving to remote locations where alternative modes of transportation are not feasible.</p>
15%	<p>Coordinate operations, public use and management actions with Department staff from Enforcement Division, Marine Region, Habitat Conservation Planning Branch, Interpretive Services, and Wildlife, Fisheries and Lands Programs, as well as with appropriate local, State, and Federal agencies, volunteer organizations, and neighboring property owners. Review and provide comments to appropriate Department regulatory staff on Federal, State, and local agency proposed projects affecting Department managed lands. Develop and submit environmental review documentation and permit applications as required under Federal and State law for Department proposed activities and projects on Department properties. Traveling is expected with coordination for in-person meetings.</p>
10%	<p>Provides public outreach regarding hunted species and wildlife in general. Outreach includes telephone and e-mail contacts, club meetings, media contact, volunteer coordination, and sportsman events. The position also assists the Department's Wildlife Enforcement function in responding to wildlife conflict issues as time permits.</p>
5%	<p>Maintain files, purchase and maintain equipment, prepare work plans, submit and review regulation change proposals, act as team leader as assigned, and attend job-related training sponsored by the Department and other public or professional entities.</p>
5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Administration and Other</b> –, maintain files, purchase and maintain equipment, prepare work plans, submit and review regulation change proposals, act as team leader as assigned, and attend job-related training sponsored by the Department and other public or professional entities.</p> <p><b>WORKING CONDITIONS:</b> Office is located in the San Diego Office, with office and outdoors environments, highway and off-road driving, trail and off-trail navigation. Occasional high-profile, high-stress public interactions, as well as interactions with media. Must be willing to work atypical hours and on weekends. Uniform might be necessary to interact with the public. Possession of Driver's License is needed to operate State vehicles up to 20% of the time with the potential of overnight stays, which will be assessed on a case by case basis.</p>

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

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.**

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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