

**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 WFD/Wildlife Branch/Lands Program	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-4708-905
UNIT NAME AND LOCATION Lands Program/West Sacramento	CLASS TITLE Environmental Services Intern
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**  
Under close supervision of Environmental Program Manager in the Wildlife Branch Lands Program, the incumbent performs a variety of duties leading the installation, management, and data analysis of climate and biodiversity sensors for the CDFW Climate-Biodiversity Sentinel Site network throughout California. The program aims to assess the potential impacts of climate change on biodiversity in support of the Department's mission. Duties include conducting field visits focused on the installation and maintenance of climate sensors, camera traps, acoustic recorders, and Motus towers that are used to track migratory wildlife. The incumbent will process field data using newly developed artificial intelligence tools and online platforms; Quality Assurance/Quality Control (QA/QC), organize, and analyze data; and prepare information for reports, publications, and presentations.

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.)
40%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Field Sensor Deployment and Data Collection</b> Planning and conducting field visits focused on the installation, maintenance, and periodic collection of climate and biodiversity-related sensor equipment and/or associated data according to sentinel site monitoring protocols. Other duties include but are not limited to preparing equipment for field deployment, and additional ecological sample collection.</p>
40%	<p><b>Data Management and Analysis</b> Upload and organize data into internal folders or online platforms; identify photographed small to large mammals, reptiles, and amphibians to species; manually vet sound-based bird and bat species identifications; QA/QC monitoring data; analyze data using quantitative approaches such as occupancy modeling; map habitat features with ArcGIS and GoogleEarth; preparing reports, scientific publications, and give presentations.</p>
15%	<p><b>MOTUS Stations</b> Assist with the installation of Motus towers that use automated radio telemetry to collect data on movements of migratory animals.</p>

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<p>5%</p>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Administrative Tasks and Professional Development</b></p> <ul style="list-style-type: none"> <li>• Attend career development and training programs</li> <li>• Participate in team building, strategic planning, and program evaluation efforts.</li> <li>• Perform routine administrative tasks and reporting, including tracking of time worked.</li> </ul> <p><b>WORKING CONDITIONS:</b>                  Field duties necessitate short day-long, and frequent long-distance overnight travel and may require rigorous physical work under variable conditions in the field. Office duties involve the ability to use a computer keyboard several hours a day and attending virtual or in person meetings. This may necessitate sitting most of the time and walking or standing for brief periods. A Department-approved uniform is required when working on Department lands.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b> Michelle Selmon</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><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></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>