

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.

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations – Fish Facilities and Entrainment Unit – Stockton, CA	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0762-019

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the close supervision of a Senior Environmental Scientist (Supervisory) the incumbent will provide technical and fisheries expertise on the monitoring and reporting of fish salvage operations at the Skinner Delta Fish Protection Facility (SDFPF) and Tracy Fish Collection Facility (TFCF). This position requires close collaboration with State and Federal agencies including the California Department of Water Resources and the United States Bureau of Reclamation. The incumbent is responsible for data management, analysis, reporting, and archiving of information from the State Water Project and Central Valley Project fish salvage facilities with the assistance of the unit Senior Environmental Scientist (Specialist).

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.)
35%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Data Analysis and Management: Combine and summarize fish and environmental data in collaboration with the Senior Environmental Scientist (Specialist), Environmental Scientists (ES), and Region staff. Maintain and append salvage databases, including annual updates of the environmental data initiative (EDI) dataset and the department public salvage database. Regularly back up historical database files to the CDFW Tier 3 server and to various File Transfer Protocol (FTP) and other department web sites. Prepare weekly error reports with the assistance of the Key Data Operator. Resolve data discrepancies, data conversions, and data transfer problems. Work with Data and Technology Division to maintain or enhance the salvage database, its applications, and any information services they provide. Perform data analyses, data storage, data editing, data summarization, and simple statistical analyses. Assist other ESs with advanced research methodologies and field sampling designs. The incumbent in Ranges B and C will conduct more complex statistical and modeling techniques, and advanced data analysis/processing as needed.</p>
30%	<p>Report Preparation: Generate daily, weekly, annual, and special reports of fish salvage and loss estimates for threatened and endangered species incidentally taken at the SDFPF and at the TFCF. Create fish salvage tables and written summaries of salvage trends of listed and endangered species for technical advisory teams and other stakeholders. Disseminate data in summaries and oral reports to the technical teams and monitoring groups as directed by the current federal biological opinion and state incidental take permit. Within 90 days following the end of the water year, write a technical memo summarizing the annual federal and state salvage in accordance with contractual guidelines. Draft, collaborate on, and review peer-reviewed scientific journal articles. The incumbent ES in ranges B and C will lead peer reviewed journal article writing as well as give professional presentations at regional or state conferences.</p>

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15%	<p>Technical Support on Salvage Facilities: Review salvage data for the State Water Project (SWP) and Central Valley Project (CVP) fish facilities operational criteria compliance. Act as the primary CDFW contact person for operations problems at the SDFPF and TFCF. Participate at interagency committee meetings or conferences on the following subjects: salvage data management, fish facilities operations, and fish entrainment impacts of the SWP and CVP. Evaluate and recommend improvement in the sampling procedures and data management at the SWP and CVP fish salvage facilities.</p>
15%	<p>Unit Support: Cover essential services and functions when the Salvage quality control (QC) Environmental Scientist is on leave. As needed, attend and assist with QC of salvage fish identification, data entry, and other salvage projects and reporting that may occur, including assistance in the field on a research vessel and regular visits to the SDFPF and TFCF. Drive a state vehicle to access facilities and field sites which are in remote locations.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Attend relevant training and continuing education necessary to maintain and improve job skills. Complete Attendance Reports and other administrative tasks (e.g., vehicle Mileage Logs). Assist with the care and inventory of assigned unit equipment, including electronic, field, and laboratory equipment. Assist in training temporary employees.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Routinely work long and non-standard hours or schedules seasonally. Routinely conduct site visits to the SDFPF, which may include nights and weekends and occasional visits to the TFCF. Site visits and fieldwork sometimes require working long and non-standard hours or schedules. Field work requires standing and walking on uneven, moving, steep, and slippery surfaces. Must be comfortable wearing a floatation device for upwards of 8 hours per day. Field work also requires significant driving time to facilities. Office work involves sitting at a desk with computer keyboard or desk work several hours per day and may involve walking or standing for brief periods. Work requires handling formalin or ethanol in properly-ventilated situations, and the ability to lift up to 40 pounds. Must possess a valid driver's license and be prepared to operate a state vehicle. In the event of an emergency, may need to operate a small, motorized vessel. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties.</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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