

**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) 565-561-0835-905
UNIT NAME AND LOCATION Northern Lands Program, Ventura County	CLASS TITLE Fish & Wildlife Scientific Aid
INCUMBENT VACANT	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 (Supervisor) for the South Coast Region's (SCR) Northern Lands function, the incumbent will assist in the management and maintenance of various Ecological Reserves and other Department lands, to maintain the properties in good condition for the benefit of wildlife, plants, unique habitats and public safety. This position is funded by the Pittman-Robertson Wildlife Restoration Act grant that includes maintenance and operational activities on multiple properties located within the South Coast Region's Northern Lands. Proper management of these State lands, in accordance with the Department's proposed Land Management Plans, documented acquisition purposes, and Title 14 regulations, ensures the protection of wildlife, plants, and unique habitats, and supports safe public use. The 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>
35%	<b><u>ESSENTIAL FUNCTIONS:</u></b> Assist with species surveys, monitoring, data analysis and reporting. Assist with species and habitat management activities, preparation and maintenance of nest sites, wildlife drinkers, removal of non-native plants and animals, and other wildlife management needs on California Department of Fish & Wildlife (CDFW) lands. Occasional weekend and evening work may be required. Work with word and excel computer programs for the purpose of data entry, creating and maintaining species lists and contact lists, and other office duties as needed.
25%	Document incidences of encroachments and other indications of violations that threaten the integrity of the resources. Identify maintenance needs due to trespass and vandalism, restoration and public education needs on CDFW managed lands. Respond to public information requests relating to issues on CDFW lands.
20%	Assist Reserve Manager in protecting Department lands and ensuring public safety by posting signs, maintaining fencing, light removal of refuse, light maintenance of trails and roads. Assist in the light maintenance of facilities. Collect and remove trash and debris, and transport to appropriate recycling or disposal facilities. Maintain equipment in safe and good working order.
10%	Assist Reserve manager with training and scheduling volunteers. Provide support for public gatherings and Department sponsored conferences. Assist with special hunts or events. Occasional weekend and evening work may be required.
10%	<b><u>NON-ESSENTIAL FUNCTIONS:</u></b> Prepare and submit monthly time sheet and activity report. Notify supervisor in advance of all leave and compensatory time off requests except in emergencies or prior agreement. At the Department's expense with pre-approval, and on an as needed basis, acquire training related to duties at the Reserve.

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	<p><b>Special Personal Characteristics:</b>                  Must be able to lift 40 pounds and to be able to work independently in the field. Willingness to travel to conduct field surveys, occasionally overnight, and work long days and nights with irregular hours. Health consistent with performing strenuous fieldwork (i.e., hiking, wading, swimming). Must be able to swim and tread water for a minimum of 5 minutes.</p> <p><b>Interpersonal Skills:</b>                  Interest in and aptitude for this work; experience in outdoor recreation and use of related outdoor equipment. Ability to get along well with others.</p> <p><b>WORKING CONDITIONS:</b>                  Office will be located at the Fillmore Fish Hatchery. Willingness to work irregular hours, including nights, weekends or holidays and to travel up to 50% of the time to conduct fieldwork, including working outdoors in inclement weather on uneven ground and on boats. Must wear a uniform for fieldwork and while interacting with the public.</p>		
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>			
<b>PRINT SUPERVISOR'S NAME</b> Robin Madrid	<table border="1" style="width: 100%;"> <tr> <td data-bbox="894 821 1377 909"><b>SUPERVISOR'S SIGNATURE</b></td> <td data-bbox="1382 821 1523 909"><b>DATE</b></td> </tr> </table>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>		
<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>			
<b>PRINT EMPLOYEE'S NAME</b> VACANT	<table border="1" style="width: 100%;"> <tr> <td data-bbox="894 1041 1377 1131"><b>EMPLOYEE'S SIGNATURE</b></td> <td data-bbox="1382 1041 1523 1131"><b>DATE</b></td> </tr> </table>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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