

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☐ **CURRENT****E-R2 F 25-018****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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0762-905
UNIT NAME AND LOCATION North Central Region, Office	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the close supervision of a Senior Environmental Scientist (Supervisory) the Environmental Scientist conducts monitoring for the presence of invasive mussels, responds to reports of invasive mussels on infested conveyances, and conducts outreach. Work in this position requires independent application of monitoring protocols and responses to invasive mussels. This position works closely with regional and headquarters staff, external agency staff, and the public.

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%	<u>ESSENTIAL FUNCTIONS:</u> Conduct monitoring for invasive mussels following established protocols for eDNA, veliger, and adult mussel monitoring in remote and rural sites across North Central Region Counties. This work is required to document and control the spread of rapidly spreading non-native species across the state. Collect associated water quality samples and data at mussel monitoring locations. Record data and maintain sampling records and results. Complete summaries and reports on sampling efforts and sample Chain of Custody. Driving a state-owned boat or vehicle including four-wheel drive vehicle and watercraft for up to 8 hours to transport staff and equipment and carrying a 40lb. backpack up to 6 hours to reach remote field site.
15%	Coordinate with landowners and access managers to gain access to selected invasive mussel sampling sites.
15%	Respond to reports of invasive mussel infested conveyances from water managers or the public. Conduct visual, scientific, or comprehensive inspections and take appropriate follow-up action including issuance of quarantine notices, decontamination of conveyance, and release of quarantines.
15%	Post and distribute educational materials. Engage water recreationalists in taking action to prevent the further spread of invasive mussels.
10%	Package and ship samples for processing, maintain sampling equipment, tools, and vehicles. Repair, service, and replace equipment as needed.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, attend career development and training programs, seminars as appropriate to contribute to the achievement Region goals and objectives.

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 2

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.)	
	WORKING CONDITIONS: Work is conducted primarily outdoors around water. Requires frequent and extensive travel to reach field sites, including trips lasting multiple days. Field work can require early morning starts, hiking over uneven terrain, and riding in a watercraft. Office duties require use of a computer for several hours; sitting, standing, or walking; attendance at meetings and conference calls. As a condition of employment, the incumbent is required to wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for various work situations, including field surveys and public interaction. This position offers the possibility of an office-centered telework agreement based on the Department's current Telework Policy. The incumbent will be required to obtain a California Boater's Card if appropriate, as well as maintain a valid California Driver's License.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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