

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
CDFW DIVISION/BRANCH/REGION/OFFICE NORTHERN REGION	POSITION NUMBER (Agency-Unit-Class-Serial) 565-141-0835-905	
UNIT NAME AND LOCATION Coastal Fisheries Program, Klamath-Trinity Program (Yreka)	CLASS TITLE FISH AND WILDLIFE SCIENTIFIC AID	
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)	
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of a Senior Environmental Scientist (Supervisory), the Fish and Wildlife Scientific Aid performs routine tasks in assisting with activities to meet the objectives in the United States Department of the Interior, Sport Fish Restoration Program's Salmon and Steelhead Monitoring in the Klamath River Basin grant. This position assists in performing field research, data collection, data entry, data quality assurance and control, for fisheries investigations in the Klamath basin. The position is part of the Department's Klamath Trinity Program and involves coordination with other members of the Project and other agency or Tribal partners.		

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.)
45%	ESSENTIAL FUNCTIONS: Fishery Surveys/Biological Data Collection: Handle and be proficient in identifying, measuring, tagging, or taking scales from salmonids while working in a fast-paced solo or team environment. Record collected data accurately and legibly on complex data sheets or electronic field data collection devices. May assist with walking, diving, or boating carcass surveys or creel surveys, or juvenile or adult salmonid monitoring at Department operated facilities including fish hatcheries. May assist in reviewing video/sonar footage as pertaining to fish passage monitoring and recover salmon heads from carcasses for recovery of coded-wire tags. Data collection, surveys, monitoring, and other duties involved will require extensive driving to and from remote locations using state-owned vehicles.
25%	Equipment Use and Maintenance: Assists with the care and safe usage of survey-related gear and equipment that is furnished by the Department for use in fishery monitoring. This may include but is not limited to measuring devices, tagging equipment, fish trapping weirs, dry suits, rafts, waders/boots, Global Positioning System (GPS) units, video/sonar monitoring equipment and hatchery equipment.
15%	Data Processing/Laboratory Work: Assists with reviewing collected field data and conduct Quality Assurance, Quality Control (QA/QC) and data entry at the office. Familiarity in spreadsheet and database management in multiple applications is preferred (MS Excel and Access). May assist with editing and querying databases, analyze data and preparing tables, graphs, or figures, and performing extraction and decoding of coded-wire tags in laboratory.
5%	Administrative: Prepare and submit monthly timesheets, travel expense claims and work-required documents. Maintain Department email and computer accounts, and complete Department mandated trainings.
5%	Training and Safety: Participate in formal and informal field training to reinforce safety and resource assessment techniques during the course of work and will maintain a safe work environment at all times.

DUTY STATEMENT

DFW 242A (REV. 07/18/22) 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.)
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Miscellaneous: May assist indirectly with survey needs, including but not limited to; preparing scale envelopes/tagging supplies, copying data sheets, transporting survey equipment or post notices at fishing spots. Attend meetings and conferences. Occasionally assist other Fisheries programs and projects. Special Physical Characteristics: Physical strength and agility; ability to swim 50 yards and stay afloat at least five minutes. Ability to lift and carry 40 pounds over rugged terrain for extended periods. WORKING CONDITIONS: Must be willing and able to perform strenuous field work in a remote location with biting insects and poison oak, and in adverse weather conditions, including high heat, extreme cold, pouring rain, and freezing fog, often in fast-paced solo or team environment. Must work long, irregular hours, including early mornings, evenings, and weekends. Must work in fast moving water; walk in streams with slippery, unsteady footing and snorkel in flowing water, navigating obstacles, and observing fish/habitat. Must be comfortable camping in a public area. Use of a state-owned vehicle for travel is required between remote facilities and field sites where public transportation is not readily available. Travel is required to access remote field sampling locations within the Klamath and Trinity River Basin. When operating State vehicles, will be required to drive vehicles to service facilities, or fuel vehicles. 4-wheel drive vehicles may be operated off-road in remote locations. Willingness to wear a prescribed uniform.
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