

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
DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-581-0762-XXX
UNIT NAME AND LOCATION Wildlife Program, San Diego	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 the Wildlife Program's Senior Environmental Scientist Supervisor for the South Coast Region, the incumbent is responsible for a broad range of diverse biological and regulatory tasks including: conducting complex wildlife investigations and project, directing projects involving multi-species and multi-habitat resource assessment, directing long term wildlife conservation and management planning, habitat quality assessment, habitat acquisition, coordinating with other agencies and engaging in public outreach and education. Additional duties include investigating wildlife-related conflicts, wildlife loss, depredation losses and reports of abandoned, injured or diseased wildlife. The primary geographical focus of this position will be in San Diego and Orange counties, but the work may be assigned in any part of the Region and occasionally statewide.	

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%	<u>ESSENTIAL FUNCTIONS:</u> Large Mammal Resource Assessment and Species Management Conduct complete, comprehensive, and complex biological studies and surveys of various big game and large mammal species and habitats, including population surveys such as herd composition, distribution studies, habitat inventory, harvest data computation, and habitat quality assessment. Prepare grant proposals, recommendations, comprehensive inventories, and technical reports derived from the collected data. Conduct, develop, and/or direct surveys to monitor big game populations and for listed or fully protected species such as bighorn sheep. Participate in wildlife operations such as research, animal capture, helicopter surveys, multiagency species management efforts and/or recovery teams. Participate in multi-agency species management efforts and/or recovery teams. Coordinate species conservation efforts with other California Department of Fish & Wildlife (CDFW) Regions/Functions and associated agencies.
25%	Depredation and Disease Reduce wildlife depredation and wildlife disease outbreaks by providing technical guidance and information to the public to alleviate or reduce wildlife losses caused by disease and depredation by wildlife and, when necessary, conduct site visits and issue depredation permits for animal(s) causing damage. Provide information or secure assistance for lost, abandoned, or injured wildlife. Work closely with law enforcement personnel in resolving public safety/nuisance wildlife issues especially relative to mountain lion, deer, and bobcat issues. Utilize CDFW Chemical Immobilization certification to capture wildlife. Expand regional disease surveillance programs in coordination with Wildlife Health Lab.
10%	Driving: Ability to drive up to 8 hours per day. Ability to drive 4x4 and haul a trailer. Off road and highway driving. Travel to remote or rural areas where alternative transportation is not feasible to perform field work throughout the Region.

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10%	Public and Private Lands Use Coordination Coordinate with other South Coast Region programs and other agencies, such as U.S. Forest Service, to improve and maintain the ecological integrity of big game species (deer, bear) and their habitats through the review of public land management proposals. Conduct site visits attend coordination meetings and make recommendations to project sponsors. Through grant solicitation and interagency collaboration, obtain funds from various sources for projects on public or private land. Provide habitat improvement recommendations to private landowners or managers. Determine Private Lands Management and SHARE program opportunities to expand hunting and coordinate and oversee various big game hunts.
5%	Public Outreach Provide public outreach regarding hunted species and large mammal species, in general. Outreach includes telephone and e-mail contacts, club meetings, media contact and volunteer coordination.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Administration and Other Complete personnel reports, maintain files, purchase and maintain equipment, prepare work plans, submit and review regulation change proposals, act as team leader or lead person as assigned, and attend job-related training sponsored by the Department and other public or professional entities. Special Personal Characteristics: Ability to work independently to plan, coordinate, and prioritize work assignments; ability to communicate and manage high stress situations in a calm, organized and professional manner; and to represent agency viewpoint without personal conflicts. Effectively communicate both in writing and orally to large and small groups with various educational backgrounds; skills of computer operation for word processing, information management, communication and data management, and geographic information systems; ability to prepare multi-media communications and presentations. Interpersonal Skills: Ability to work well as part of a team to accomplish tasks, ability to engage with stakeholders and the public for effective conservation and management efforts; ability to work well with a variety of personalities and with persons of varied levels of wildlife conservation understanding. WORKING CONDITIONS: Office location will be at San Diego CDFW office. Telework option, per Statewide Telework Policy, may be considered. • Work hours may be 10+ hours per day, atypical hours and on weekends. • Working in temperature extremes and hiking on rugged, uneven, steep terrain is to be expected. • Up to 20 nights per 12-month period, overnight travel and camping will be required. • Possession of valid driver license and the ability to drive up to 8-hours are required 10% of the time. • Ability to safely operate a 4-wheel-drive vehicle and pull a heavy trailer are needed. • Must be successful in handling high-profile, high-stress public interactions as well as interactions with the media. • Incumbent must be willing to work in remote locations and alone if necessary. • Flying in helicopter and fixed-wing aircraft is required. • Ability to lift and carry heavy and irregular items up to 40 lbs. • Must feel comfortable with potential close contact with imperiled and/or confined wild animals. • Must complete mandatory wildlife capture training, including dart rifle and pistol training within 6 months of hire. • Must be willing and capable to competently use firearms as per the Department's Policy for Non-Enforcement Personnel.

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	• Must be willing and capable to competently use and possess wildlife restraint drugs and equipment. • Must be willing to handle live animals, carcasses, and conduct simple tissue sampling and necropsies. • Must be vaccinated against rabies virus with adequate current antibody titer or willing to receive pre-exposure rabies vaccinations. Must track titer to stay within safe limits to handle wildlife. • Ability to use a computer keyboard in a sitting and/or standing position several hours a day. • Will interact with regional and branch staff, and members of the public via e-mail, telephone, and in-person. Must attend regular meetings. • Must be willing to wear a field uniform when in the field or in public				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Jane McKeever	<table border="1"> <tr> <th data-bbox="901 701 1373 737">SUPERVISOR'S SIGNATURE</th> <th data-bbox="1373 701 1520 737">DATE</th> </tr> <tr> <td data-bbox="901 737 1373 800"></td> <td data-bbox="1373 737 1520 800"></td> </tr> </table>	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	<table border="1"> <tr> <th data-bbox="901 926 1373 961">EMPLOYEE'S SIGNATURE</th> <th data-bbox="1373 926 1520 961">DATE</th> </tr> <tr> <td data-bbox="901 961 1373 1020"></td> <td data-bbox="1373 961 1520 1020"></td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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