

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 Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-441-0835-905
UNIT NAME AND LOCATION Inland Fisheries, Invasive Mussel Program, Fresno	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory) in the Central Region's Inland Fisheries Unit, the Fish and Wildlife Scientific Aid assists with monitoring for the presence of invasive mussels, responding to reports of invasive mussels on infested conveyances, and conducting outreach. Work in this position requires application of monitoring protocols and responses to invasive mussels. This position requires frequent travel and working in and around lentic and lotic waterbodies from the shoreline and on watercraft. Duties include, but are not limited to the following:
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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> Assist Environmental Scientist in conducting monitoring for invasive mussels following established protocols for eDNA, veliger, and adult mussel monitoring. Assist with the collection of associated water quality samples and data at mussel monitoring locations. Record data and maintain sampling records and results. Under the lead of the Environmental Scientist, enter survey data using a department computer and conduct quality assurance procedures for data collected. Must drive State vehicle to remote locations to conduct field monitoring activities.
25%	Perform routine maintenance of field equipment for the project. Maintenance may include equipment repair, washing, decontamination, gear preparation, and organization of.
15%	Assist with the posting and distribution material of educational materials and participation in outreach events.
10%	Assist with various projects and tasks in the Inland Fisheries as needed.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of achievement of Region goals and objectives. Special Personal Characteristics: Flexible and adaptable; able to exercise sound judgement and modify plans and logistics to accomplish goals. Willingness to travel and work outdoors; willingness to travel and work outdoors on and around large bodies of water. Conscientious, reliable, organized, strong initiative, and adaptable. Strong attention to detail. Interpersonal Skills: Ability to work cooperatively in a team environment. Effective written and verbal communication skills; interacts effectively with others to achieve goals.

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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.)	
	Ability to work cooperatively as a member of a team. Incumbent must possess good communication skills and interact effectively with others to achieve goals. Ability to swim 50 yards and tread water for five minutes. Ability to lift 40 pounds. 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 may 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. A valid Driver's License is required.	
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