

DUTY STATEMENT

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

☐ **PROPOSED**☒ **CURRENT****E-WLB 25-042****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 Wildlife and Fisheries/Wildlife/Head Quarters	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Upland Game Unit/West Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-036

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:

Under the close supervision of the Upland Game Unit Senior Environmental Scientist (Supervisor), the activities of this position are focused on the conservation and management of upland game species. Duties include development, implementation, and coordination of monitoring strategies for upland game species to guide statewide and local species and habitat management. The incumbent will incorporate monitoring data into species management plans, land management guidance documents, and decision support tools for upland species. The incumbent will be required to assess the scientific rigor of methods by outside contractors and Department sanctioned research, analyze data, and provide reports. The incumbent will also design and coordinate the technical transfer of monitoring protocols, analyses, data interpretation, and science-based management recommendations to partners 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> SPECIES ASSESSMENT: Develop and implement population monitoring strategies (for instance, autonomous recording units, camera traps) for upland game species. Leverage existing datasets (for example eBird, iNaturalist, breeding bird survey, remotely sensed landcover products) to assess upland game populations and habitat using the best available science. Develop and integrate harvest assessments and population data into adaptive harvest management strategies for upland species. Work with State and Federal agency staff and stakeholder groups to coordinate resource assessment and research programs for upland games. Develop and manage contracts, grants, and other agreements for upland game resource management. Produce technical reports, peer-reviewed scientific papers, management plans and popular articles.
25%	UPLAND HABITAT TECHNICAL GUIDANCE: Work with staff or contractors to assess habitat projects. Provide technical transfer of monitoring frameworks, data processing workflows, and management recommendations to internal and external partners. Develop decision support tools or products to prioritize management actions with best outcomes.
15%	UPLAND GAME HARVEST ASSESSMENT: Develop and implement California Upland Game Hunter Survey to assess harvest of related species with the Department's Automated License Data System staff to develop and implement the survey. Design new data collection methods and tools to improve upland game harvest assessments. Compile annual report. Analyze harvest trends, develop harvest strategies in conjunction with population data and assess impacts to upland game species. Make recommendations for hunting regulations.

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.)		
15%	REGULATIONS, LEGISLTATION, CONTRACT MANAGEMENT AND OUTREACH: Prepare recommendations for regulation changes for the Fish and Game Commission and CEQA documents to support migratory and resident upland game birds and small game mammal management, including hunting. Participate in development of regulation booklets. Develop and maintain information on the Department's website. Analyze proposed legislation and provide recommendations. Assist in the management of the Upland Game Bird Account grants program. Conduct technical review of proposals. Develop and manage grants as assigned. Provide information to the public regarding upland game resource management and recreational opportunities. Respond promptly to Public Records Act requests. Answer questions from the media. Represent the Department at non-governmental organization meetings.		
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> ADMINISTRATION: Maintain records of time worked by activity, submit timesheets, travel expense claims, update personal administration, complete required training; attend career development and training programs, develop and participate in seminars as appropriate to contribute to the achievement of the Wildlife Branch goals and objectives. WORKING CONDITIONS: Ability to use a computer and standard word processing software. Ability to drive a 4-wheel-drive vehicle, ATV and hike cross-country to remote survey sites in rugged terrain, hot and freezing conditions, subject to biting insects, and some overnight camping. Attend meetings; work with staff statewide to complete work assignments. Overnight travel may be required and will not exceed 5% of time performing duties.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME Cali Roth, Senior Environmental Scientist Supervisor		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