

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-384-0790-905
UNIT NAME AND LOCATION Yolo Bypass Wildlife Area – Davis, CA	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Senior Environmental Scientist (Supervisory) (i.e., Wildlife Area Manager), the incumbent assists in the maintenance of habitat areas and equipment at the Yolo Bypass Wildlife Area (YBWA). This position is funded by federal Pittman-Robertson funds.

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> Habitat Management: Drive vehicles and operate equipment used in the maintenance and enhancement of habitat areas on the YBWA, including spray and mowing equipment utilized for weed and invasive species control purposes. Use seeders, tillers, discs, and other implements; and monitor water to accomplish habitat management goals. Safely operate and maintain power tools, small farm tractors, and farming implements. Answer questions from the general public.
35%	Hunter Check Station: Provide operational assistance for the hunter check station which includes opening of gates, issuing daily access permits, providing information about the YBWA (such as driving directions, hunt program regulations, and procedures), and identifying and documenting waterfowl and upland game birds. Professionally represent the California Department of Fish and Wildlife during hunting season and throughout the year.
20%	Wildlife Area Support: Assist with maintenance activities on the YBWA Complex which includes posting a variety of regulatory signs for hunting and other public uses in fields and wetlands via truck, boat, or on foot. Assist permanent staff with projects including water control structure replacement, cleaning irrigation ditches, and planting food crops for wildlife. Assist with collecting trash, mowing of lawns, repairing wildlife area boundary fences, replacing boundary signs, painting buildings, washing vehicles and tractors as needed, and assisting other staff with minor repairs and servicing of farming equipment. Open and close entrance gate on various schedules including sunrise and sunset.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs and seminars as appropriate to contribute to the achievement of Region 3's goals and objectives.

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DFW 242A (REV. 07/18/22) Page 2

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	WORKING CONDITIONS: Work unusual hours in a hunter check station from September through January, including holidays and weekends for portions of the year. Will be expected to work in inclement weather, on uneven terrain, and lift and carry 40 pounds. Must possess a valid driver's license, be able to operate a motor vehicle or equipment, and be prepared to travel using a State vehicle.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Garrett Spaan, Senior Environmental Scientist (Supervisory)	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 PROPOSED, Fish and Wildlife Seasonal Aid	EMPLOYEE'S SIGNATURE	DATE