

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 February 1, 2026
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DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-451-0790-905
UNIT NAME AND LOCATION San Joaquin River Restoration Program	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), the incumbent will work primarily at the San Joaquin River Restoration Program's Salmon Conservation and Research Facility (SCARF), along the San Joaquin River near Friant, CA.	

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> Performs the routine work and general manual labor involved in such tasks as hatching, rearing and feeding fish; cleaning tanks, filters, and fish handling equipment.
30%	Maintaining and repairing buildings facilities and equipment.
10%	Collecting fish and wildlife samples and specimens, for collection of data on fish or wildlife by censuses including weighing, measuring, assessing health condition; trapping, tagging and/or marking of fish and wildlife.
10%	Keeping simple records; preparing simple draft reports; computing and entering data into fish databases.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Supports permanent restoration staff in scientific literature research, written and email correspondence, and reporting collected information. Also assists with administrative and organizational tasks such as filing, running errands, etc.
	DESIRABLE QUALIFICATIONS: Good driving record; additional course work or experience in biological or chemical sciences; interest in and knowledge of fishing, hunting or studying fish, wildlife, invertebrates or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology or fish and wildlife.
	Special Personal Characteristics: Demonstrated knowledge of, interest in, and aptitude for fish and wildlife conservation and repair and maintenance work; willingness to live and work throughout the State; willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to perform varied manual

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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.)	
	tasks; willingness to work in adverse weather conditions; willingness to wear a prescribed uniform. Additional Desirable Qualifications: Good driving record and education equivalent to completion of the twelfth grade. WORKING CONDITIONS: The selected candidate must be willing to work long hours and be able to negotiate aquatic features, and rough and unstable terrain. Work will require some time in an office setting, but also requires outdoor work in all types of weather conditions. The position is seasonal in nature and available work drops considerably during summer periods. The candidate will be required to work some days of over 8 hours, as well as working weekends and holidays.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Brian Erlandsen	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