

DUTY STATEMENT

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

☐ **CURRENT****E-R2 WA 25-036 to 045****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 North Central Region, UBBWA	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0790-905
UNIT NAME AND LOCATION UBBWA, 9256 HWY 162, Butte City, CA 95920	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 conduct a wide variety of tasks within the wildlife area, including working in a hunt check station, interacting with the public, and maintaining public use facilities in a sanitary and safe condition for both the public and employees. Funding for this position comes from Pittman-Robertson Federal Funding.	
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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> Work in a hunter check station during the waterfowl season. Processing hunters at the check station, which includes preparing check stations for hunting season, posting signs, checking hunting license, collecting daily fees, recording hunter numbers, and collecting harvest data. All records must be maintained on appropriate forms and submitted to the supervisor on a weekly basis.
25%	Service and perform routine maintenance of equipment on the wildlife area. Maintain equipment used for planting and fertilizing fields, mowing roads, disking fields, vehicle maintenance and general maintenance throughout the wildlife area, the office, and check stations.
20%	Works closely with permanent personnel to replace and or repair infrastructure throughout the wildlife area. This will include replacing water control structures, building maintenance and repairing wildlife area structures as needed.
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Administrative duties will include completing time sheets and mileage logs on appropriate forms, to complete tasks associated with the maintenance and upkeep of equipment on the area, answering phone calls from the public, mail preparation, delivery or pick-up of mail, copying, scanning, and assisting other office duties.
	<u>Special Personal Characteristics:</u> Ability to work independently, prioritize workload and adapt to organizational changes. 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 tasks; willingness to work in adverse weather conditions; willingness to wear a prescribed uniform.

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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.)	
	Interpersonal Skills: Must be punctual, communicate well and work in a team environment. WORKING CONDITIONS: Varies between sedentary office setting and outside work environments. The incumbent will be expected to work in inclement weather, rough terrain, must possess a valid driver's license. Must have the ability to lift 40 lbs., ability to swim and stay afloat for 5 minutes. Will be required to work weekends, holidays, and/or odd hours.	
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