

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 TBD RPA E-FB 26-021
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DFW DIVISION/BRANCH/REGION/OFFICE WFD/Fisheries Branch/Red Bluff	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0835-905
UNIT NAME AND LOCATION Anadromous Fish Conservation and Management, Central Valley Angler Survey, Red Bluff or Chico	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0835-905
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under supervision of a Senior Environmental Scientist (Supervisory) the incumbent will work to carry out field data collection on the Central Valley Angler Survey and other investigations of Central Valley anadromous fisheries. This position works entirely on work related to the Federal Sport Fish Restoration Act (SFRA) grant.	

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
40%	Under the lead and close direction of an Environmental Scientist, drive motor vehicles, jet and propeller-powered motorboats, drift boats, and kayaks to count and contact anglers on the Sacramento River system, including the Feather River and Yuba River.
40%	Following an established protocol, interview anglers to collect field data on angling effort, catch, and harvest of anadromous sport fishes. Identify and enumerate fish species in the angler catch; collect and record angler and biological data; collect heads from adipose fin-clipped Chinook Salmon for recovery of coded-wire tags; collect scale and genetic tissue samples from Chinook Salmon for age and stock identification assessments; check completed data forms and biological samples and submit them to the Environmental Scientist serving as project lead.
10%	Assist the Environmental Scientist with Quality Assurance/Quality Control (QA/QC) of incoming field data and associated biological samples. Enter data into an established relational database. Assist in the development of information on angling effort, catch, and harvest in Central Valley River sport fisheries.
5%	Maintain records on vehicle and boat use. Assist in the maintenance and repair of field gear, vehicles, boats, and facilities used to conduct the angler survey.

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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 Fisheries Branch goals and objectives. <u>WORKING CONDITIONS:</u> • Most of the work occurs in the field, but also in a shop and office environment • Driving is required between the angler survey facility and field locations • A uniform is required for field work • Work occurs on both weekdays and weekend days, and days worked vary each month • Workday length varies, but is typically 6-10 hours, sometimes as long as 12 hours • Work is mostly outdoors and often under inclement conditions, including rain, wind, near-freezing conditions, and air temperatures near 100°F • The possession of a valid driver's license is required for driving motor vehicle jet and propeller-powered motorboats, drift boats, and kayaks to count and contact anglers on the Sacramento River system, including the Feather River and Yuba River.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Erin Ferguson	<table border="1"> <tr> <th data-bbox="901 1136 1373 1167">SUPERVISOR'S SIGNATURE</th> <th data-bbox="1373 1136 1520 1167">DATE</th> </tr> <tr> <td data-bbox="901 1167 1373 1226"></td> <td data-bbox="1373 1167 1520 1226"></td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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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	<table border="1"> <tr> <th data-bbox="901 1358 1373 1390">EMPLOYEE'S SIGNATURE</th> <th data-bbox="1373 1358 1520 1390">DATE</th> </tr> <tr> <td data-bbox="901 1390 1373 1449"></td> <td data-bbox="1373 1390 1520 1449"></td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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DFW DIVISION/BRANCH/REGION/OFFICE WFD/Fisheries Branch/Red Bluff	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0790-905
UNIT NAME AND LOCATION Anadromous Fish Conservation and Management, Central Valley Angler Survey, Red Bluff or Chico	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0790-905
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under supervision of a Senior Environmental Scientist (Supervisory) the incumbent will work to carry out field data collection on the Central Valley Angler Survey and other investigations of Central Valley anadromous fisheries. This position works entirely on work related to the Federal Sport Fish Restoration Act (SFRA) grant.	

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
40%	Under the lead and direction of an Environmental Scientist, drive motor vehicles, jet- and propeller-powered motorboats, drift boats, and kayaks to count and contact anglers on the Upper Sacramento River system, including the Feather River and Yuba River.
40%	Following an established protocol, interview anglers to collect field data on angling effort, catch, and harvest of anadromous sport fishes. Identify and enumerate fish species in the angler catch; collect and record angler and biological data; collect heads from adipose fin-clipped Chinook Salmon for recovery of coded-wire tags; collect scale and genetic tissue samples from Chinook Salmon for age and stock identification assessments; check completed data forms and biological samples and submit them to the Environmental Scientist serving as project lead.
10%	Under the lead and close direction of the Environmental Scientist, assist with Quality Assurance/Quality Control (QA/QC) of incoming field data and associated biological samples. Enter data into an established relational database.
5%	Maintain records on vehicle and boat use. Assist in the maintenance and repair of field gear, vehicles, boats, and facilities used to conduct the angler survey.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME Erin Ferguson	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.	
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