

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
DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-541-0762-905
UNIT NAME AND LOCATION Inland Fisheries, Seal Beach or San Diego	CLASS TITLE Environmental Scientist
INCUMBENT Vacant	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 Environmental Scientist independently performs complex scientific work implementing the U.S. Fish and Wildlife Service-funded Aquatic Invasive Species Prevention and Management (F26AP00190) project. The incumbent conducts biological field investigations using Department-approved methodologies; provides scientific and technical assistance to water managers and partner agencies; develops and reviews invasive species prevention, monitoring, and response plans; manages scientific data; prepares technical reports; conducts outreach and training; reviews grant proposals; and coordinates with local, state, federal, tribal, and private partners to prevent, detect, contain, and respond to aquatic invasive species.	

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> Plan, coordinate, and conduct aquatic invasive species field investigations, monitoring, surveillance, inspections, and sampling using Department-approved scientific methodologies. Activities may include biological, physical, chemical, genetic, molecular, environmental DNA (eDNA), visual, substrate, water quality, plankton, or other monitoring techniques as appropriate. Evaluate field conditions, collect biological and environmental data, maintain scientific records and databases, develop monitoring priorities and work plans, and safely operate State 4x4 vehicles, vessels, and specialized field equipment while conducting surveys throughout Southern California. Regular travel to field locations throughout the South Coast Region and other areas of Southern California is required up to 40%. The incumbent must possess a valid Driver's License and be able to safely operate State vehicles in accordance with Department policies and requirements.
30%	Provide scientific and technical assistance to water managers, public agencies, private organizations, and stakeholders regarding aquatic invasive species prevention, early detection, monitoring, response, management, regulatory compliance, and best management practices. Review technical documents, management plans, grant applications, environmental documents, monitoring reports, and scientific data. Develop recommendations and coordinate implementation of Department priorities consistent with applicable laws, regulations, policies, and statewide guidance.
15%	Prepare scientific reports, technical memoranda, biological assessments, correspondence, grant documentation, presentations, databases, GIS products, and other technical deliverables. Analyze and interpret biological and environmental data, summarize findings, communicate recommendations, and assist in development of statewide guidance, policies, and program documentation.
10%	Represent the Department at meetings, workshops, conferences, stakeholder events, public outreach activities, technical committees, training events, and interagency coordination meetings. Develop and deliver educational materials, provide technical presentations, respond to stakeholder inquiries, and assist with implementation of statewide aquatic invasive species initiatives, emergency response efforts, and special projects as assigned.

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

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5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Complete administrative responsibilities including purchasing, travel, budgeting support, inventory management, equipment maintenance, fleet coordination, timesheets, training documentation, and other program administrative activities. Assist with supervision, mentoring, and training of Scientific Aids, interns, seasonal staff, volunteers, and partner personnel. Perform other related duties consistent with the Environmental Scientist classification. <u>WORKING CONDITIONS:</u> The reporting location will be located out of the Seal Beach or San Diego office. Work is conducted primarily outdoors around water. Applicants should expect to spend approximately 20% of their work time driving to and from field locations, including operating a State 4x4 vehicle on unpaved and rugged roads to remote or rural areas where alternative transportation is not feasible. A valid driver's License is required to perform the essential functions of the position. Field work may require early morning starts, hiking over uneven terrain, and riding in a watercraft. Occasional overnight travel is required, approximately 5% of their work time may be overnight travel during peak field season for remote surveys. Most field assignments are completed as day trips. Office duties require use of a computer for several hours; sitting, standing, or walking; attendance at meetings and conference calls.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Joseph Stanovich	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 Vacant	EMPLOYEE'S SIGNATURE	DATE