

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 North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0835-905
UNIT NAME AND LOCATION North Central Region – Rancho Cordova	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisor), the incumbent will be responsible for conducting fish salvage operations on the Wallace Weir Fish Collection Facility to monitor anadromous fishery resources and may potentially work on other fisheries projects through the North Central Region.	
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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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Assist with daily operations of the Wallace Weir Fish Salvage Program. This includes driving a state vehicle to check the fish collection facility for fish and debris while keeping the collection facility clean and functioning, as well as measuring and recording environmental parameters including but not limited to water temperature, dissolved oxygen content, water velocity, turbidity, and depth. Duties also include identification and enumeration of captured adult fish, measuring, determining adipose fin clip status (for Chinook Salmon and Steelhead), taking genetic samples, and determining sex of target species (Chinook Salmon, Steelhead, Green and White Sturgeon), assisting with and conducting tagging of target species with T-bar Anchor Tags and Passive Integrated Transponder (PIT) Tags or acoustic tags and recording data on field datasheets. Target species will also be moved to a release location using a truck towing a 450-gallon transport trailer.
40%	The incumbent is responsible for preparing field gear prior to daily field studies, taking biological samples from salmon, recording accurate data, operating vehicles and motorboats, and adhering to safety protocols. Trap maintenance includes removing debris from traps and making minor repairs.
10%	The incumbent will enter Quality Assurance/Quality Control (QAQC) and summarize data and other related office or lab tasks. This includes checking written data sheets from field surveys, entering data into an excel or access database, conducting quality checks on entered data and minor lab work. Conduct some preliminary data analysis on fish quantities, size distribution, environmental parameters, and calibration and maintenance/repairs of fish rescue and environmental monitoring equipment.
5%	Complete time tracking in a thorough and timely manner including equipment utilization logs, travel expense claims and Department required training.

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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.)		
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Assisting the Rancho Cordova North Central Region Head Quarter's staff with photocopying, filing, and scanning of department documents related to anadromous fishery monitoring and procurement. Other administrative tasks and equipment maintenance. Possible travel for training and cross training purposes. Special Personal Characteristics: - Willingness to work irregular hours including weekends and holidays; willingness to do routine work to learn; interest in and aptitude for the work. Special Physical Characteristics: - Physical strength and agility; ability to swim 50 yards and stay afloat at least five minutes; ability to lift 40 pounds. Interpersonal Skills: - Good communication skills, get along well with others, and work in small groups for extended periods of time. Ability to interact with the public and maintain a high level of professional integrity. WORKING CONDITIONS: Field work will be conducted in the Knights Landing Ridge Cut Slough near the Yolo Bypass. Conditions on site can range from cold, windy, rainy, and muddy to hot, dry, and dusty. Most of the fieldwork will be conducted at the fish collection facility with flat, hard surfaces and heavy equipment and machinery, but may also be conducted in areas involving wading in shallow water with rocky, uneven, slippery and/or muddy terrain. Office space will be provided at the Rancho Cordova North Central Region Head Quarter's Office for data entry Quality Assurance/Quality Control and assisting with anadromous fishery documents. This position requires possession of a valid driver's license. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions. Fisheries monitoring work at other locations within the North Central Region may also be required and occasional overnight travel of up to 5% may be required based on operational need.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME	<table border="1"> <tr> <td data-bbox="899 1360 1377 1457">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1377 1360 1520 1457">DATE</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> <td data-bbox="899 1583 1377 1680">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1377 1583 1520 1680">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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