

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 26-020
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries/Fisheries	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0764-013
UNIT NAME AND LOCATION Invasive Species Program, West Sacramento	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Environmental Program Manager I (Supervisory), the incumbent leads invasive mussel prevention and control efforts statewide. The incumbent will supervise staff, oversee invasive mussel prevention and control operations, enforcement of laws and regulations to prevent the spread of invasive mussels, manages federal and state grants, and develops laws and policies. This position collaborates internally with other Department of Fish and Wildlife programs, and externally with other state, federal, and local agencies, boaters, and the general public.
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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.)
35%	ESSENTIAL FUNCTIONS: Supervision: Supervise and direct the work of staff to develop and implement statewide invasive mussel prevention and containment efforts. Oversee the development of procedures, guidance, policies, regulations, reports, and correspondences to accomplish Department priorities and goals. Oversee staff workload, time management, professional development, and performance; recruit, hire, and address personnel matters. Drive to and between field sites using state vehicles to oversee the work of Environmental Scientists and Scientific Aids.
25%	California Boater Inspection Banding Program Implementation: Coordinate Headquarters' staff and Department Regions, water managers, and private businesses to implement standardized watercraft inspections, decontaminations, banding, and database entry to further reciprocity between watercraft inspection programs.
20%	External Program Coordination: Lead the Department's invasive mussel prevention and control efforts with other agencies and western states on activities related to watercraft inspection and decontamination, containment, control, and outreach and education.
10%	Lead staff in the development of scientifically based policy, regulations, program development, and recommendations for prevention, control, and eradication of invasive species.

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10%	<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's goals and objectives. <u>WORKING CONDITIONS:</u> • This position requires working in the field 50% of the time and in a large office in a cubicle 50% of the time. • Field work requires working on and around boats and waterbodies, walking, sitting, standing, bending, crouching, and reaching for several hours each day year-round in variable environmental conditions. • The operation of high-pressure hot water pressure washers, driving full-size trucks, towing trailers, and completing repetitive tasks. • Office work requires working in a large office building within a cubicle, operating a computer for several hour per day and participating in in-person and online meetings. • This position requires wearing a Department uniform. <u>SPECIAL REQUIREMENTS:</u> • Valid state Driver's License required. • Drive state vehicles (up to 5%) to and between field sites to oversee the work of Environmental Scientists and Scientific Aids. Overnight travel to meetings and trainings twice per year is required.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Martha Volkoff	<table border="1"> <tr> <th data-bbox="901 1297 1373 1325">SUPERVISOR'S SIGNATURE</th><th data-bbox="1373 1297 1520 1325">DATE</th></tr> <tr> <td data-bbox="901 1325 1373 1388"></td><td data-bbox="1373 1325 1520 1388"></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 1522 1373 1549">EMPLOYEE'S SIGNATURE</th><th data-bbox="1373 1522 1520 1549">DATE</th></tr> <tr> <td data-bbox="901 1549 1373 1608"></td><td data-bbox="1373 1549 1520 1608"></td></tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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