

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 WLM/Central / Mendota WA	POSITION NUMBER (Agency-Unit-Class-Serial) 565-484-0762-003
UNIT NAME AND LOCATION Mendota WA, Mendota CA	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-484-0762-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist (Supervisory), the Environmental Scientist will perform duties under the federally funded Pittman-Robertson (PR) grant and is responsible for a broad range of diverse biological and regulatory tasks, including habitat maintenance, water management, conducting investigations and directing projects involving multi-species and multi-habitat resource assessment, environmental review, public outreach and education, depredation control, and law and regulation changes within the Central Region. Prepare preliminary reports and correspondence and answer routine questions from the public. The primary geographical focus of this position will be in Fresno County, but work may be assigned in any part of the Region and occasionally statewide.	
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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%	ESSENTIAL FUNCTIONS: Lands Management – Wetland and upland habitat management, provide maintenance of water developments on public lands, prepare proposals, and complete inspections. Removal of destructive invasive species and aquatic vegetation from water structures. Direct management on CDFW properties including habitat and species surveys, research, monitoring programs, infrastructure maintenance projects, enhancement projects, writing and review of management plans, and preparing California Environmental Quality Act (CEQA) documents and permit applications necessary to conduct lands activities. Manage grants and contracts for lands related work and coordinate volunteer efforts. Drives state vehicle to field sites for land management inspections.
25%	Regulation and Hunt Administration – Coordinate and oversee various hunts, including special big game hunts and Game Bird Heritage Program hunts. Develop recommendations for hunting quotas and hunting season dates for game species. Keep records of hunter take and maintain accurate records. Operate the Mendota Wildlife Area check station during waterfowl season. Requires working unusual hours, weekends and holidays.
10%	Resource Assessment – Conduct complete, comprehensive, and complex biological studies and surveys of various listed and non-listed species and habitats, including population surveys such as herd composition and brood counts, distribution studies, habitat inventory, harvest data computation, and habitat quality assessment. Prepare recommendations, comprehensive inventories, and technical reports derived from the collected data.
10%	Administration and Other - Complete personnel reports, maintain files, purchase and maintain equipment, prepare work plans, submit and review regulation change proposals, act as team leader or lead person as assigned, and attend job-related training sponsored by the Department and other public or professional entities.

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5%	Public Information and Education - Give presentations and provide comments and recommendations to local boards and commissions. Provide information to the public by answering public inquiries by phone, email or letter. Make public presentations, prepare news releases, and participate in conservation committees and environmentally oriented organizations.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Assist Other Programs - Participate in other programs as part of an area team, and outside the team area as necessary, to fulfill the mission and accomplish the goals of the Department of Fish and Wildlife. Assist with special events, volunteer training and other public outreach activities. Organize, train, and oversee maintenance volunteers and work crews. DESIRABLE QUALIFICATIONS: Special Personal Characteristics: • Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. • Ability to organize, prioritize and follow verbal or written instructions and directions. • Ability to concentrate and stay focused to meet deadlines. • Flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines for completed assignments. • Able to prioritize work, work independently, take initiative, and follow through with projects that have been started. • Able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. • Tolerant of hunting and the hunting public. Interpersonal Skills: • Ability to work together with fellow employees in a cooperative manner. • Considerate and responsive to the needs, feelings and capabilities of different people in different situations. • Tactful and treat others with respect. • Able to establish and maintain friendly and cooperative relations with those contacted in the course of work, and to communicate effectively. • Able to use tact and diplomacy when dealing with the needs, problems, and/or concerns of departmental employees, the public, and representatives of other State agencies. SPECIAL REQUIREMENTS: • Must be willing and capable to competently use firearms as per the Department's Policy for Non-Enforcement Personnel. • Must be willing and capable to competently use and possess wildlife restraint drugs and equipment. • Must be willing to handle live animals, carcasses, and conduct simple tissue sampling and necropsies. • Must be able to lift up to 40 pounds. WORKING CONDITIONS: • Valid driver's license required. • Must be willing to work atypical hours and on weekends. • Travel statewide including overnight and weekend assignments to Department managed lands as required by program needs or emergencies.

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	• Must be able to work on steep or uneven terrain, in extreme weather and under physically challenging conditions. • Working remotely is not available. • State housing is not required.	
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