

DUTY STATEMENT

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

☐ **CURRENT****E-R2 F 26-009 to 012****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 North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0835-905
UNIT NAME AND LOCATION North Central Region – Rancho Cordova, CA	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 Fish and Wildlife (F&W) Scientific Aid will conduct boat-based juvenile salmon surveys and assist with daily maintenance and monitoring of rotary screw fish traps on the Lower Sacramento River near the town of Verona and may potentially work on other fisheries projects through the North Central Region.	

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%	<u>ESSENTIAL FUNCTIONS:</u> Incumbent will drive state vehicle to assist daily maintenance and monitoring of rotary screw traps on the Sacramento River near Verona. Maintenance includes removing debris from screw trap, making minor repairs, and keeping the live-well clean and functioning. Monitoring includes identification of salmonid species to race, weighing and measuring fish to fork length, safely returning fish to the river, recording environmental data, and accurately writing data on paper data sheets. Additionally, the incumbent is responsible for preparing field gear prior to daily field studies and checking written data sheets from field surveys. 45% Enter data into an Excel or Access database, conduct quality checks on entered data, conduct preliminary data analysis on fish quantities, size distribution, environmental parameters, and calibrate and maintain equipment. Incumbent will assist on lab-based retrieval of tags from hatchery origin fish. <u>NON-ESSENTIAL FUNCTIONS:</u> 10% Assisting the office with photocopying, filing, and scanning of department documents related to anadromous fishery monitoring and procurement as well as other administrative tasks and maintenance of equipment. Incumbent may potentially work on other fisheries projects through the North Central Region. Complete time tracking, equipment utilization logs, travel expense claims and department required training in a thorough and timely manner. 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.

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 2

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.)	
	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: - Possess 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: Fieldwork will be conducted in the Lower Sacramento River near Verona. Field surveys require daily boating and working in swift water conditions and may include wading, boating (jet boats, kayaks, canoes, and pontoon boats), and swimming in inclement weather (hot, cold, and wet) conditions. Office space will be provided at the Rancho Cordova office for data entry quality assurance/quality control (QA/QC) and assisting with anadromous fishery documents. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions. Possession of a valid Driver's License is required. Occasional overnight travel may be required (less than 5% of the time).	
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