

**DUTY STATEMENT**

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

**E- R2 WA 26-003 to 006****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.*

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| <b>INSTRUCTIONS:</b> 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<br>North Central Region –Public Hunt                                                                                                                                                                                                                                    | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-284-0790-905         |
| UNIT NAME AND LOCATION<br>NCR Public Hunt Program<br>945 Oro Dam Blvd. West, Oroville, CA                                                                                                                                                                                                                 | CLASS TITLE<br>Fish and Wildlife Seasonal Aid                          |
| INCUMBENT<br>Vacant                                                                                                                                                                                                                                                                                       | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-284-0790-905 |
| BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS<br>Under close supervision of the Wildlife Habitat Supervisor II, the incumbent will work in hunter check stations and perform the duties below. May also be under the lead of the Senior Environmental Scientist (Supervisory). |                                                                        |

| 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.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                                      | <b><u>ESSENTIAL FUNCTIONS:</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 45%                                  | During Hunting Season, register hunters for lottery, perform lottery drawing, answer public inquiries about hunt program regulations and procedures, issue permits, track hunters' usage (permits issued, type of entry, and area hunted), for daily reports.                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 30%                                  | Collect data relating to migratory birds as necessary. This will include recording/tracking species composition, age, sex, species, routine measuring of species for sub-species identification, and sampling of birds for disease and body conditioning (this may include weighing birds, swabbing of cloacae and trachea, and taking of fecal samples for laboratory analysis). Monitor area for mortality and morbidity events by surveying area for carcasses.                                                                                                                                                                                                                                    |
| 15%                                  | Perform routine cleanup of litter in and around check station area; pick up trash and empty trash barrels in all parking areas; maintain and clean all facilities (check stations and restrooms). Assist in picking up wildlife carcasses during mortality and morbidity events.                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5%                                   | Routine maintenance of vehicles and facilities and safely operate equipment and vehicles; must possess a current Driver's License for operation of motor vehicles. Participate in training related to carrying out job responsibilities, including First-Aid & CPR, and driver training. Respond to public safety issues in the area. Administrative duties will include completing timesheets, mileage logs, travel expense claims and any other administrative paperwork associated with the day-to-day operations of the area on appropriate forms and on time, and other administrative duties, as needed, to complete tasks associated with the maintenance and upkeep of equipment in the area. |
| 5%                                   | <b><u>NON-ESSENTIAL FUNCTIONS:</u></b><br>Pre & post season duties involve installing directional and regulatory signage, placing and anchoring trash cans and portable toilets, installing lights and PA system, and removal at the end of the season.                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b>                                                                                                                                                                                                                                                      | 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.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |             |
|                                                                                                                                                                                                                                                                                                  | <p><b>Special Characteristics:</b></p> <ul style="list-style-type: none"><li>• Good writing, communication, and organizational skills.</li><li>• Familiarity with California Waterfowl species identification.</li><li>• Comprehension of California Public Hunt Programs and associated regulations.</li><li>• Basic computer skills including familiarity with Microsoft Word and Microsoft Excel.</li></ul> <p><b>Special Physical Characteristics:</b></p> <ul style="list-style-type: none"><li>• Physical strength and agility; ability to lift 40 pounds; ability to swim 50 yards and stay afloat for at least five (5) minutes.</li></ul> <p><b>Interpersonal Skills:</b></p> <ul style="list-style-type: none"><li>• Maintains communication and good relations with co-workers and public.</li></ul> <p><b>WORKING CONDITIONS:</b><br/>This position will be required to work outdoors in all types of weather (hot, cold, and wet), work weekends, holidays and odd hours, and handle game birds. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions. Must possess and maintain a current valid Driver's License for the operation of vehicles.</p> <p>The incumbent will report to the hunter check stations in Butte, Colusa, Glenn and/or Sutter Counties.</p> |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| <b>PRINT SUPERVISOR'S NAME</b>                                                                                                                                                                                                                                                                   | <b>SUPERVISOR'S SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>DATE</b> |
| <b>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.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |             |
| <b>PRINT EMPLOYEE'S NAME</b>                                                                                                                                                                                                                                                                     | <b>EMPLOYEE'S SIGNATURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>DATE</b> |