

☒ **PROPOSED**

☐ **CURRENT**

E-R2 W 26-005 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.

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/Wildlife Program	POSITION NUMBER (Agency-Unit-Class-Serial) 565-281-4708-905
UNIT NAME AND LOCATION Wildlife Management	CLASS TITLE Environmental Services Intern
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 for the North Central Region's (NCR) Wildlife Management Program (WMP), the Human/Wildlife Conflict (HWC) Intern is tasked with managing, responding, tracking, and reporting incidents of Human-Wildlife Conflict throughout the 17-county NCR. The incumbent will develop and incorporate best practices that focus on conflict mitigation techniques and adhere to existing and changing California Department of Fish and Wildlife (CDFW) policies and Fish and Game code to implement solutions that will help keep focal species wild and thriving.	

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.)
	<u>ESSENTIAL FUNCTIONS</u>
35%	Human/Wildlife Conflict Response Respond to HWC calls from the public and cooperative partners throughout the NCR, including travel to and from reported conflict locations to collect data, photographs, and deoxyribonucleic acid (DNA) samples. Assess HWC call information to determine response needs and begin notifications. Assist in trapping and transporting orphaned and/or injured wild animals, wildlife mortality events, and investigations. Coordinate research efforts pertaining to HWC response with volunteers as appropriate. Assist authorized staff in carrying out agency-approved lethal wildlife management actions (e.g., firearms) when necessary.
25%	Permit Coordination and Data Management Act as central point of contact throughout an incident by facilitating communication and collaboration among WMP supervisors and staff, CDFW Wildlife Health Lab (WHL), Law Enforcement Division (LED), county and federal trappers, and local stakeholders to gather all data, communications and documentation related to the incident (i.e., phone and email communications, photos, video, professional interpretation) for input into Teams, SharePoint, and Wildlife Incident Reporting (WIR) system. Prepare documentation and present to WMP

DUTY STATEMENT

20% 10% 5% 5%	leadership, when requested. Prepare and issue depredation permits of animals involved in conflict when necessary. Non-Lethal Wildlife Deterrents Provide support to WMP staff and the public in developing and implementing non-lethal deterrent strategies for various species including black bear, mountain lion, and beaver, including but not limited to: deployment of electric mats, consultation on use of electric wiring, distribution of BearWise materials to educate the public, and assessment of deterrents currently in use. Develop, research and maintain up-to-date knowledge of the most effective wildlife-damage management strategies, and apply these strategies creatively to properties experiencing damage by wildlife. Assist with behavioral modification techniques (i.e. hazing) to safely deter wildlife from affected areas and/or conflict sites using non-lethal projectiles (e.g., paintballs, dart guns, pepper balls). Outreach and Education: Support WMP in the development and distribution of educational materials about wildlife coexistence and conflict mitigation to public and community stakeholders, including but not limited to: property owners' associations, school groups, farm bureau, Fish and Game commissioners, and local community organizations. Provide presentations and demonstrations on the use of non-lethal deterrents, wildlife safety, and other topics related to Human-wildlife conflicts and coexistence. Potential Public Safety Incidents: Evaluate HWC risk assessment and coordinate with the WHL, LED, and Regional CDFW staff to ensure timely response and WMP engagement. <u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks as needed, including providing support to the NCR WMP purchasing and procurement process. Attend required training, identify and attend career and professional development training and seminars as appropriate to contribute to the achievement of CDFW, NCR, and WMP goals and objectives. Special Personal Characteristics: Demonstrated ability to act professionally, be flexible and tactful. Good time management and sense of geographical direction. Ability to communicate effectively with diverse groups, maintain composure during high-pressure situations. Ability to think quickly, plan, and respond to fast-paced, changing situations involving dangerous or imperiled wildlife. Ability to problem solve and formulate questions; operate 4-wheel drive vehicles in mud and snow, and maneuver trailers; bait and set traps; use Global Positioning System devices to orientate; use computer programs (Microsoft Word, TEAMS, Excel, Outlook, Access, and Google Earth); accurately collect, and record biological data in the field, and interact and communicate successfully with the diverse public. Interpersonal Skills: Must possess excellent interpersonal and communication skills and be able to work well in a team environment and be able to communicate effectively with colleagues, constituents, vendors, and outside agencies.
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DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 3

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	WORKING CONDITIONS: The incumbent must be willing to work long, irregular hours, including early mornings, evenings, and weekends. Field activities may be strenuous physical activity in variable weather conditions. Office work can require using computer keyboard at least several hours a day, sitting most of the time; but may involve walking or standing for brief periods. Lifting heavy and irregular items (up to 40 lbs.) and performing strenuous field and lab work are required. Must attend occasional meetings. In addition to working with Rancho Cordova-based staff, interact with other CDFW Headquarter staff and members of the public, mostly via TEAMS e-mail and telephone. Incumbent is required to wear a uniform identifying the incumbent as an employee of the Department. Must possess a valid California driver's license. Travel is required at least 50% of the time, which includes overnight stays in various locations throughout the NCR.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Ryan Leahy	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