

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 North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-241-0835-905
UNIT NAME AND LOCATION Fisheries – Chico Field Office	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 incumbent will be responsible for assisting in the monitoring of adult and juvenile spring-run Chinook salmon in Butte Creek and the lower Feather River.	

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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Assist with daily monitoring for juvenile salmonids and maintenance of paired rotary screw traps in the lower Feather River and a rotary screw trap and off-stream diversion trap on Butte Creek. Monitoring includes identification of fish species, including salmonids; proper handling and release of fish; weighing and measuring fish to fork length; and neatly and accurately recording biological, environmental, and other scientific data on field sheets. Trap maintenance includes removing debris from the traps, making minor repairs using hand and/or power tools, visually inspecting traps for proper function, and keeping the traps and live well clean and functioning. Prepare and maintain field gear prior to trap visits, take biological samples, including fin clips, operate State vehicles and vessels, tow a trailer, and adhere to safety protocols in the office and field setting. Assist in the monitoring of juvenile salmonids at other Department rotary screw trap locations in the Sacramento River watershed and other fisheries monitoring projects in the geographic area of the North Central Region.
30%	Assist with the monitoring of adult salmon in Butte Creek, including checking and maintaining electronic passage monitoring equipment; conducting snorkel-based surveys for pre-spawn mortality, holding population, and post-spawn carcass estimates; accurately collecting biological, environmental, and other scientific data; taking biological samples from salmon carcasses; preparing and maintaining field gear prior to surveys; operating a State vehicle; and adhering to safety protocols in the office and field setting. May assist with adult salmon surveys in the lower Feather River as needed.
15%	Enter, conduct quality assurance/quality control (QA/QC), and summarize field data collected during juvenile and adult salmonid monitoring. Maintain Microsoft Excel and Access databases and upload data to shared data sites as appropriate. Review electronic passage monitoring data. Conduct preliminary data analyses on fish quantities, size distribution, and environmental parameters. Calibrate and maintain field equipment. Assist with acoustic telemetry and other mark-recapture studies related to monitoring salmon routing and survival. Conduct other field, office, and laboratory tasks related to salmonid monitoring on the lower Feather River and Butte Creek and other monitoring sites in the Sacramento River Watershed.
10%	Assist with pathology monitoring in the lower Feather River, Butte Creek, and the Sacramento River

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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.)	
5%	and its other tributaries as needed to determine the impact of the salmon pathogen Ceratonova shasta on Central Valley Salmon populations. Duties may include water sample collection, snorkeling for host locations, filtering water samples and other laboratory duties, and data entry. <u>NON-ESSENTIAL FUNCTIONS:</u> Compete equipment utilization logs, travel expense claims, monthly time reporting, and Department required training, including obtaining a Boater Safety Card, in a thorough and timely manner. Assist with office tasks, including photocopying, scanning, and filing of Department documents related to fisheries monitoring and procurement. Other administrative tasks as needed. Inventory and maintenance of field equipment and gear, vehicles, and boats. <u>Special Personal Characteristics:</u> • Knowledge of California fisheries • Understanding of fish sampling techniques • Ability to collect data and enter data into various databases • Experience boating and towing trailers • Willingness to work irregular hours including weekends and holidays, travel to perform field work throughout the State, work outdoors in various weather conditions, work in and around water (including wading and snorkeling), perform routine work in order to learn, and to wear a uniform <u>Interpersonal Skills:</u> • Good communication skills • Good attitude and desire to be part of a team • Strong work ethic • Ability to interact with the public and maintain a high level of professional integrity <u>WORKING CONDITIONS:</u> Field work will be conducted throughout the lower Feather River, Butte Creek and the Sutter Bypass, and at other Department salmon monitoring sites in the Sacramento River Watershed. Field work may also be conducted at other fisheries monitoring locations in the geographic area of the North Central Region. Field surveys will require frequent work in and around swift water including swimming, snorkeling, wading, and operating both motorized and non-motorized boats (e.g., jet boats, propeller boats, kayaks, etc.). Cold water conditions will require the use of wetsuits. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff. Field surveys will require hiking and exposure to inclement weather conditions for extended periods of time. Office space will be provided for data and other office and other non-field tasks. Occasional travel is required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include overnight stay. Must be able to deploy with short notice for extended periods (up to 7 days) that may include overnight stay. This position requires the possession of a valid Class C Driver's License.	
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