

DUTY STATEMENT

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

RPA E-R6 CDR 25-009 & 010☒ **PROPOSED**☐ **CURRENT****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 Inland Deserts Region 6	POSITION NUMBER (Agency-Unit-Class-Serial) 565-605-0835-905
UNIT NAME AND LOCATION IDR 6 Fisheries/Murrieta, CA	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	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 (Supervisory), the incumbent will assist with fish, frog and amphibian resource management activities throughout San Bernardino, Riverside and Imperial Counties. Occasional work may occur in other counties to assist other Fisheries programs as directed.
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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.)
	<u>ESSENTIAL FUNCTIONS:</u>
45%	Assist with collection of field data during aquatic species surveys to determine presence/absence, abundance/distribution, and status/condition of threatened and endangered, native, endemic, and recreationally important fish, frog and amphibian populations throughout the Inland Desert Region. Performs creel, snorkel and electrofishing surveys, hook and line sampling, habitat typing, assist with habitat improvement projects by cutting, hauling, and securing tree branches to cement blocks, and then deploying them in lakes, invertebrate sampling, multiple mark recapture surveys, boat electroshocking surveys, water quality/temperature monitoring and invasive species removal.
25%	Assist with data entry and drafting preliminary reports. Utilizes MS Excel, MS Word, and CDFW's Inland Desert Region database to enter survey data. Uses HOBOWare software for quality assurance/quality control of temperature logger data and uses Geographic Information System (GIS) software for mapping, such as Google Earth and ArcMap.
20%	Use and maintain specialized equipment (Global Positioning System (GPS), data loggers, water quality meters, electroshocking equipment, cameras, snorkel gear, float tubes, gill nets, and sampling nets) in safe and good working order and assists in the maintenance of such equipment. Prepare and load equipment and supplies necessary for surveys. Follow proper invasive species decontamination protocols of field gear upon completion of each survey.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Assist Environmental Scientist with outreach events at schools and presentations to local angling groups. This may include teaching fishing knots, how to set up a fishing rod, how to bait a hook, fish biology and anatomy, and ecology.
5%	Perform administrative tasks such as ordering equipment and supplies, filing, organizing, photocopying, vehicle maintenance logs, etc.

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	WORKING CONDITIONS: Outdoor field work-based position, irregular hours, long days, including nights, weekends, holidays and travel up to 5% to perform field work, including working outdoors in inclement weather and on uneven ground or on a boat. May have to work in variable temperature gradients, ranging from 10 degrees Fahrenheit during winter months to 120 degrees Fahrenheit during summer months. Hike in mountainous terrain, creeks rivers and camp in remote areas and work at night. Work may require extended hours in the field including strenuous physical activities (hiking using GPS navigation, pulling nets, carrying equipment), and overnight camping. Fieldwork will include driving a 4-wheel drive vehicle.	
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