

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 Anadromous Fisheries, Rancho Cordova	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 Scientific Aid will support the North Yuba River Spring-Run Chinook Salmon Reintroduction Program operations. The incumbent will be responsible for assisting with salmon monitoring in the Yuba River, including operation of rotary screw traps, egg boxes, hydraulic egg injectors, fry emergent traps, radio and acoustic telemetry equipment, and other sampling equipment; as well as conducting snorkel and telemetry surveys. May work under the lead of Environmental Scientists.	
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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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Assist with daily monitoring of juvenile salmonids and maintenance of a rotary screw trap within the North Yuba River. Monitoring includes identification of fish species, including salmonids; proper handling, tagging, and release of fish species; 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, 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.
15%	Assist with monthly monitoring of juvenile and adult salmonids in the North Yuba River through the implementation of snorkel-based surveys to identify pre-spawning mortality, habitat utilization, post-spawning carcass estimates, yearling population; accurately collect biological, environmental, and other scientific data; and prepare and maintain field gear prior to surveys, take biological samples from salmon carcasses, operate a State vehicle, and adhere to safety protocols.
15%	Assist with weekly monitoring of adult salmonids within the North Yuba River through the implementation of acoustic and radio telemetry surveys to identify adult holding, movement, and spawning locations. Properly handle, tag, process, and release adult salmonids. Deploy, manage, and download acoustic receivers. Conduct roving radio telemetry surveys.
10%	Assist with instream egg incubation of salmonids within the North Yuba River. Prepare eggs for gravel egg injections and complete gravel injections using a hydraulic egg injector. Conduct field testing of instream egg incubation boxes and fry emergent traps.
10%	Enter data, conduct routine 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. Calibrate and maintain field

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10%	equipment. Conduct other field, office, and laboratory tasks related to salmonid monitoring in the Yuba River. Complete timesheet, equipment utilizations logs, and travel expense claims, and assist with purchasing supplies, equipment, and gear as necessary. Attend Department required training courses including boat operation and safety, swift water rescue/river safety, and wilderness CPR and first aid. Other administrative tasks as needed. NON-ESSENTIAL FUNCTIONS: Interact with the public and respond to questions and describe salmon monitoring activities. Participation in public outreach events may be required. Special Personal Characteristics: • Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work; ability to operate boats and tow trailers; willingness to travel to perform field work throughout the State; and willingness to work irregular hours and on Saturdays, Sundays, and holidays. Interpersonal Skills: • Excellent communication and problem-solving skills, get along well with others, and work both independently and in a team environment; have keenness of observation; and be reliable. Ability to interact with the public and maintain a high level of professional integrity. Special Physical Characteristics: • Ability to swim 50 yards and stay afloat for at least five minutes; maintain good physical condition; ability to lift 40 pounds; work outdoors in various weather conditions; work in and around water (including wading and snorkeling). WORKING CONDITIONS: Will work outdoors in all weather conditions, in and around cold and fast-moving water, and on uneven terrain. Will be required to travel up to 90% to different work locations on the Yuba River utilizing a state vehicle. Will regularly operate state vehicles, boats, and trailers. May be required to obtain a California Boater Card. May be required to work weekends and holidays. A uniform and appropriate safety gear will be required to be worn daily. Workspace will be provided in an office/warehouse as necessary and appropriate. This position will be based out of the Rancho Cordova office and will require frequent travel in a State vehicle to the North Yuba River, near Downieville, CA. NO STATE HOUSING IS AVAILABLE.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME	<table border="1"> <tr> <td data-bbox="901 1455 1377 1556">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1377 1455 1518 1556">DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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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	<table border="1"> <tr> <td data-bbox="901 1682 1377 1774">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1377 1682 1518 1774">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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