

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-341-0762-905
UNIT NAME AND LOCATION Inland Fisheries – [location TBD]	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the close supervision of a Senior Environmental Scientist (Supervisory) the Environmental Scientist conducts monitoring for the presence of invasive mussels, responds to reports of invasive mussels on infested conveyances, and conducts outreach. Work in this position requires independent application of monitoring protocols and responses to invasive mussels. This position works closely with regional and headquarters staff, external agency staff, and the public.

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>
40%	Conduct monitoring for invasive mussels following established protocols for eDNA, veliger, and adult mussel monitoring in remote and rural sites across Alameda, Contra Costa, Marin, Napa, Sonoma, Sacramento, San Francisco, San Mateo, Santa Clara, Santa Cruz, Solano and Yolo Counties. Document and control the spread of rapidly spreading non-native species across the state. Collect associated water quality samples and data at mussel monitoring locations. Record data and maintain sampling records and results. Complete summaries and reports on sampling efforts and sample Chain of Custody. Drive a state-owned vehicle, including four-wheel drive vehicles, and operate watercraft for up to 8 hours a day to transport staff and equipment and carrying a forty (40)-pound backpack up to six (6) hours to reach remote field sites.
15%	Coordinate with landowners and access managers to gain access to selected invasive mussel sampling sites.
15%	Respond to reports of invasive mussel infested conveyances from water managers or the public. Conduct visual, scientific, or comprehensive inspections and take appropriate follow-up action, including issuance of quarantine notices, decontamination of conveyance, and release of quarantines.
15%	Post and distribute educational materials. Engage water recreationalists in taking action to prevent the further spread of invasive mussels.
5%	Package and ship samples for processing. Maintain sampling equipment, tools, and vehicles. Repair, service, and replace equipment as needed.
5%	Travel to remote and rural locations across the state to carry out sampling tasks and attend occasional meetings/conferences related to the greater Aquatic Invasive Species program, at times lasting for multiple days per trip.

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5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks and attend career development and training programs and seminars as appropriate to contribute to the achievement of Region 3 goals and objectives. <u>WORKING CONDITIONS:</u> Work is conducted primarily outdoors around water, and frequently requires early morning starts, hiking over uneven and wet/submerged terrain, and riding in a watercraft in adverse weather conditions collecting, sorting, identifying, and processing biological samples. Must be able to elevate up to 40 pounds repeatedly throughout the day, and be able to swim in case of immersion. Office duties require use of a computer for several hours; sitting, standing, or walking; and attendance at meetings and conference calls. As a condition of employment, the incumbent is required to wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for various work situations, including field surveys and public interaction. The incumbent will be required to obtain a California Boater's Card if appropriate. Must possess a valid driver's license and be prepared to operate a State vehicle with four-wheel drive. Requires frequent and extensive driving to reach field sites and occasional overnight stays (up to 5%) for trips lasting multiple days.		
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="901 940 1375 1035">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1375 940 1518 1035">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 1161 1375 1257">EMPLOYEE'S SIGNATURE</td> <td data-bbox="1375 1161 1518 1257">DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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