

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)
UNIT NAME AND LOCATION Interagency Ecological Program Operations – San Francisco Bay Study – Stockton, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0762-033

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under close supervision of a Senior Environmental Scientist (Supervisory), the incumbent is the first-line analytical and field biologist for the San Francisco Bay Study. Working in the field and office, the incumbent is responsible for the collection, interpretation, and reporting of data to assess the effects of environmental and biological factors on the abundance and distribution of fishes and invertebrates in the estuary. Incumbent will work in collaboration with another Environmental Scientist and may act as a lead person for up to 4 permanent and temporary personnel in the field or office. The San Francisco Bay Study is one of several long-term monitoring programs conducted by the Interagency Ecological Program (IEP) for the San Francisco Estuary.

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%	Database management and data analysis and interpretation: Review and edit data, coordinate computer data entry, and maintain data files on a rotating basis with another Environmental Scientist. Analyze and interpret data for a subset of the most common fish and invertebrate species collected by the San Francisco Bay Study. Prepare catch and other data files posted annually for the public.
25%	Prepare scientific reports and presentations: Write, edit, and revise documents describing study results for annual reports, newsletter articles, technical reports, and peer-reviewed journal articles. Review, edit, and comment on the writing of other Environmental Scientists. Give scientific oral or poster presentations at workshops, conferences, and various interagency working group meetings.
20%	Lead and conduct field sampling: Act as lead person on a research vessel for monthly trawl surveys, and as required for special studies. Transcribe physical and biological data collected to data sheets or a digital device accurately and completely, and accurately identify marine, estuarine, and freshwater fishes, shrimps, and crabs. Occasionally cross train on other long-term monitoring surveys. Drive a state vehicle to and from field sites to transport crew members and sampling equipment.
5%	Interagency coordination: Attend and participate in IEP Project Work Team meetings and other interagency and departmental working groups, including the annual IEP Workshop. Present and discuss current and future study plans and results. Assist in preparation of annual work plans and development of new special studies to investigate specific habitats or mechanisms believed important to species of interest. Coordinate and facilitate sample and data sharing with other projects, agencies, and individuals.

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5%	Training and Development: Attend relevant training and continuing education necessary to maintain and improve job skills. Attend scientific meetings such as the State of the Estuary and Bay-Delta Science conferences, prepare and present papers and posters for such meetings, and interact with other researchers doing similar or complementary work. Stay current with recent literature on marine and estuarine fish and invertebrate ecology, population biology, and life histories and estuarine ecology.				
5%	Miscellaneous Duties: Assist the Senior Environmental Scientist (Supervisory) in hiring temporary personnel; research and prepare documents for the purchase of equipment and supplies; and assist with budget preparation and expenditure tracking. Participate in CDFW regional planning efforts and drills.				
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Complete attendance reports and other administrative tasks. Continually practice and promote respectful communication as well as organizational and professional vitality in part by (1) participating in pertinent workshops, workgroups, and staff meetings, and (2) participating in activities to support IEP Operations Program 'infrastructure' (e.g., labs, website, training materials, and permits). WORKING CONDITIONS: Using a computer and computer keyboard for most of the workday, 5 days a week, when in the office. Involves sitting most of the day; however, may involve walking or standing for brief periods. Involves working several days a month aboard a research vessel collecting, sorting, and processing biological samples, which can occur in inclement weather and rough seas, and require long working days. Requires occasionally working with samples preserved in formalin or ethanol. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties. Must possess a valid driver's license and be prepared to operate a state vehicle. Special Requirements: Comfortable working around the water with the ability to swim at least 50 yards and to stay afloat for at least 5 minutes.				
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 1339 1373 1371">SUPERVISOR'S SIGNATURE</td> <td data-bbox="1373 1339 1520 1371">DATE</td> </tr> <tr> <td data-bbox="901 1371 1373 1430"></td> <td data-bbox="1373 1371 1520 1430"></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.					
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