

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 TBD RPA: E-FB 26-025
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DFW DIVISION/BRANCH/REGION/OFFICE WFD/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0762-046
UNIT NAME AND LOCATION Invasive Species Program, West Sacramento	CLASS TITLE Environmental Scientist
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 lead statewide watercraft inspection and decontamination training supporting implementation of the California Boater Inspection Banding Program. This position interacts daily with staff from state, federal, and local agencies, private businesses, and the general public.	
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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.)
30%	ESSENTIAL FUNCTIONS: Train agency staff, owners, and employees of private businesses on standard methods as defined in regulations to inspect watercraft and equipment for invasive mussels. Administer a written and practical exam to test the trainee's knowledge and skills performing watercraft inspections. Drive state vehicles to and between field sites to inspect, decontaminate, band, quarantine, release conveyances from quarantine, and to train others on inspecting and decontaminating conveyances.
20%	Train agency staff, owners, and employees of private businesses on standard methods as defined in regulations to decontaminate watercraft and equipment for invasive mussels. Administer written and practical exams to test trainee's knowledge and skills performing watercraft decontaminations.
20%	Periodically inspect permitted facilities and implementation of regulated activities to confirm they are implementing watercraft inspections and decontaminations consistent with the standards and operating procedures defined by the Department. Issue notices of failure to meet standards per the regulations. Track trainings, trainees, compliance inspections, and inspection failures.
10%	Implement regulations to prevent the overland spread of invasive mussels. Inspect conveyances, quarantine conveyances carrying, or potentially carrying, invasive mussels, and release quarantined conveyances.
10%	Develop alternative scientifically validated methods and procedures to prevent the overland movement of invasive mussels on conveyances.

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10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of Fisheries Branch's goals and objectives. <u>WORKING CONDITIONS:</u> - This position requires working in the field 75% of the time and in a large office in a cubicle 25% of the time. - Field work requires working on and around boats and waterbodies, walking, sitting, standing, bending, crouching, and reaching for several hours each day outdoors year-round in variable environmental conditions, the operation of high-pressure hot water pressure washers, driving a full-size truck, towing a trailer, and completing repetitive tasks. - Office work requires working in a large office building within a cubicle, operating a computer for several hours per day and participating in in-person and online meetings. - This position requires wearing a Department uniform. <u>SPECIAL REQUIREMENTS:</u> - Valid state Driver's License required. - Drive state vehicles (up to 10%) to and between field sites to inspect, decontaminate, band, quarantine, release conveyances from quarantine, and to train others on inspecting and decontaminating conveyances. Overnight travel up to twelve times per year (up to 10%) to conduct meetings and trainings.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Thomas Jabusch	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