State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☐ **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 TBD RPA: E-FB 26-024

DFW DIVISION/BRANCH/REGION/OFFICE WFD/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0762-045
UNIT NAME AND LOCATION Invasive Species Program	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 supports 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.	

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.)
	ESSENTIAL FUNCTIONS:
30%	Implement regulations to prevent the overland spread of invasive mussels. Inspect and decontaminate conveyances for the presence of invasive mussels and standing water. 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.
30%	Quarantine conveyances carrying, or suspected to carry, invasive mussels. Reinspect conveyances following decontamination to verify they no longer present a threat of spreading invasive mussels. Release conveyances that no longer present a threat of spreading invasive mussels from quarantine.
10%	Work with water managers to coordinate implementation of watercraft inspection programs. Maintain California Department of Fish and Wildlife's (CDFW's) list of qualified watercraft inspection and decontamination service providers. Respond to calls and emails from business and the public about eligibility to participate in the program, locating qualified service providers, and recruiting new service providers to participate in the CDFW program.
10%	Train agency staff and owners and employees of private businesses on standard methods for inspecting watercraft and equipment for invasive mussels and decontamination methods.
10%	Periodically review the quality of work of others implementing watercraft inspections and decontaminations for consistency with the standards and operating procedures they were trained on.

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.)
10%	**NON-ESSENTIAL FUNCTIONS:** 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. **WORKING CONDITIONS**: • 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. **SPECIAL REQUIREMENTS**: • Valid state Driver's License required. • Drive state vehicles (up to 5%) 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 six times per year (up to 5%) to conduct meetings and trainings is required.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**
Vacant		

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**