

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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-461-0835-905
UNIT NAME AND LOCATION Wildlife Management- Inland Lands - Fresno	CLASS TITLE Fish and Wildlife Scientific Aid
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 (Supervisor), the incumbent will assist Environmental Scientists in the management and monitoring of unstaffed Ecological Reserves and mitigation lands located within the inland counties of CDFW's Central Region. The incumbent will assist with conducting wildlife and vegetation monitoring surveys as well as research projects on rare species that inhabit Department-owned lands. The incumbent will both assist with and perform routine maintenance on Department-owned lands such as fence repair and fence building, trash pick-up, sign posting, and weed control. The incumbent will provide office-based support such as through document management, data entry, literature research, field work preparation, and vehicle mileage tracking.

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Assist in conducting wildlife and vegetation monitoring surveys as well as research projects on rare species that inhabit Department-owned lands throughout the Central Region. The incumbent will assist with small mammal live-trapping, handling of endangered reptiles and other wildlife, camera trapping which includes baiting of camera traps, and conducting other wildlife survey techniques. The incumbent will assist in conducting vegetation surveys and rare plant monitoring. The incumbent will be expected to drive long distances and navigate to remote field sites.
30%	Assist Environmental Scientists in a broad range of office tasks related to endangered species research projects and conservation planning. In coordination with lead persons, enter and quality-check data collected in the field. Create, organize and maintain data files. Assist in the summarization of data, perform various data analyses, library research, geospatial searches, and document preparation. Prepare, label, and organize field equipment and specimens. Incumbent will assist in the management of Global Positioning System (GPS) data collected in the field to display as Geographic Information Systems (GIS) spatial layers.
15%	Perform routine maintenance on Department-owned lands such as fence repair and construction, trash pick-up, sign posting, and weed control. Represent the Department during public interactions. Must be willing to assist in control of invasive species including the application of chemical treatments (herbicide, pesticide).
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks such as vehicle and equipment maintenance, purchasing assistance, copying, scanning, and filing; in-service training.

DUTY STATEMENT

DFW 242A (REV. 09/28/21) Page 2

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.)	
	Special Personal Characteristics: Good driving record; additional course work or experience in biological or chemical sciences; interest in and knowledge of fishing and/or hunting or studying fish, wildlife, invertebrates or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology, botany, or fish and wildlife management. Interpersonal Skills: Ability to work both independently and in a team setting. WORKING CONDITIONS: Must be able to work in adverse weather and uneven terrain. Ability to use a computer, including familiarity with Microsoft Office software. Responsibilities are split between office and fieldwork. Ability to work outdoors in variable weather conditions, work early hours, operate a vehicle, and walk over uneven outdoor terrain carrying a 20 lb. backpack for up to 6 hours. Required to wear a uniform when interacting with the public. Must possess and maintain a current valid driver's license for the operation of vehicles. Occasional overnight travel to reach remote project locations may be required (5%).	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	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