

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 Wildlife Fisheries and Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-905
UNIT NAME AND LOCATION Lands 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 close supervision of the Environmental Program Manager I (Supervisory) in the Wildlife Branch Lands Program and the Science Institute, the incumbent performs a variety of duties leading the installation, management, and data analysis of climate and biodiversity sensors for the California Department Fish and Wildlife (CDFW) Climate-Biodiversity Sentinel Site network throughout California. The program aims to assess the potential impacts of climate change on biodiversity in support of the Department's mission. Duties include planning and leading a small team working on the installation and maintenance of climate sensors, camera traps, acoustic recorders, and Motus towers that are used to track migratory wildlife. The incumbent will coordinate closely with regional staff and serve as a lead person for two Environmental Services Interns assisting with the work. The incumbent will process field data using newly developed artificial intelligence tools and online platforms; Quality Assurance/Quality Control (QA/QC), organize, and analyze data; and prepare information for reports, publications, and presentations.

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.)
40%	<u>ESSENTIAL FUNCTIONS:</u> Lead person for Field Sensor Deployment and Data Collection Planning and leading field visits focused on the installation, maintenance, and periodic collection of climate and biodiversity-related sensor equipment which include camera traps, modified drift fences, and automated recorder units. Field activities include coordinating with regional staff, operation of 4 Wheel Drive vehicles to navigate backroads and uneven terrain, use of survey equipment, navigating with Global Positioning System devices and hiking off trail in rugged terrain. Constructing, installing and repairing Motus wildlife tracking towers. Other duties include but are not limited to preparing equipment for field deployment and cleaning/maintaining equipment upon retrieval. Serves as lead person for other Sentinel Site team members, and occasionally other DFW staff, who will assist with the work.
30%	Data Management and Analysis Uploading and organizing data into internal folders or online platforms; identifying photographed small to large mammals, birds, reptiles, and amphibians to species; manually vetting computer-generated identifications of bird species by sound; QA/QC monitoring data; analyze data using quantitative approaches such as occupancy modeling; map habitat features with ArcGIS and Google Earth; preparing reports, scientific publications, and give presentations.

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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.)		
15%	<u>Land Management Plan Resource Inventory</u> Prepare tables, summaries of data, and portions of Land Management Plan Resource Inventory chapters when the properties overlap with Sentinel Sites on CDFW lands.		
10%	<u>Coordination</u> Attend and/or facilitate statewide coordination meetings to share data and protocols related to wildlife monitoring.		
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Administrative Tasks and Professional Development • Attend career development and training programs. • Participate in team building, strategic planning, and program evaluation efforts. • Perform routine administrative tasks and reporting, including tracking of time worked. WORKING CONDITIONS: Field duties necessitate long-distance overnight travel as well as short day-long trips. Travel will be required 80-90% of the time from March 1 through September 30, and a valid CA Driver's License is required. Must safely perform field work throughout the state, wading through streams, carrying heavy equipment over uneven terrain, and working extended or irregular hours in inclement weather, for multi-night trips. Requires wearing a uniform while working on CDFW land. Office duties involve the ability to use a computer keyboard several hours a day and attending virtual or in-person meetings. This may necessitate sitting most of the time and walking or standing for brief periods.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME Michelle Selmon	<table border="1"> <tr> <td>SUPERVISOR'S SIGNATURE</td> <td>DATE</td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE
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	<table border="1"> <tr> <td>EMPLOYEE'S SIGNATURE</td> <td>DATE</td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE
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