

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) 565-381-4708-905
UNIT NAME AND LOCATION Wildlife and Lands Management – Human-Wildlife Conflict Unit – Fairfield, CA	CLASS TITLE Environmental Services Intern
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) for the Bay Delta Region's (BDR) Wildlife and Lands (Wildlife) Program, the Human-Wildlife Conflict (HWC) Environmental Services Intern is tasked with managing, responding, tracking, and reporting incidents of Human-Wildlife Conflict throughout the 13 counties in BDR. The incumbent will develop and incorporate best practices that focus on conflict mitigation techniques and adhere to California Department of Fish and Wildlife (CDFW) policies, Fish and Game Code and Title 14 of the California Code of Regulations to implement solutions to help customers address conflicts and conserve local wildlife species.

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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> Human-Wildlife Conflict Response Respond to HWC calls from the public and partners throughout the BDR Drive to and from reported conflict locations to collect data, photographs, and biological samples. Assist in trapping and transporting wild animals, including orphaned and/or injured individuals and assist during wildlife mortality events and investigations. Engage in research pertaining to HWC and coordinate with BDR staff and volunteers as appropriate to support response to HWC calls.
25%	Permit Coordination and Management Manage incidents in Microsoft Teams, SharePoint, and the Wildlife Incident Reporting (WIR) system and issue depredation permits as appropriate that result in the lethal take of individual animals causing property damage. Manage incidents through phone and email communications with members of the public and external partners, such as counties and federal agencies, collecting and compiling detailed information, photographs, video, and accurate professional interpretation and present information to BDR staff and leadership as necessary. Coordinate with Wildlife Program Supervisor and staff, Wildlife Health Lab (WHL) and Law Enforcement Division (LED), county and federal trappers, and local stakeholders as needed.
20%	Non-Lethal Wildlife Deterrents Provide support to Wildlife Program staff and the public in developing and implementing non-lethal deterrent strategies for various species including black bear, mountain lion, and beaver, including deployment of electric mats, consultation on use of electric wiring, providing BearWise materials to educate the public, and assessment of deterrents currently in use. Keep up to date on the best and

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10%	most effective strategies, and be creative in applying these strategies to properties experiencing damage by wildlife. Assist with hazing wildlife, which may include the use of non-lethal projectiles such as paintballs. Work in cooperation with staff using lethal and non-lethal methods, dart guns, pepper balls, and other types of firearms.	
5%	Outreach and Education Support the Wildlife Program by disseminating and developing materials as needed to educate the public on wildlife coexistence and conflict mitigation, including information for individuals, property owners and homeowners associations, school groups, farm bureau, Fish and Game Commissioners, and local community organizations. Provide presentations and demonstrations on the use of non-lethal deterrents, wildlife safety, and other topics related to human-wildlife conflicts and coexistence.	
5%	Potential Public Safety Incidents Assist with HWC risk assessments and work with the WHL, LED, and BDR staff to assure adequate response time and Wildlife Program engagement. Wild animals are unpredictable and have been responsible for risks to public safety, human injury, and (rarely) human fatality. CDFW's LED follows existing state Fish and Game Code, and policy and protocols, while leading escalated HWC safety responses in the BDR, and often coordinates these responses with the Wildlife Program. <u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks as needed, including providing support to the BDR Wildlife Program purchasing and procurement process. Track time worked and complete monthly timesheets and travel expense claims, as needed. Attend required training, identify and attend career and professional development training and seminars as appropriate to contribute to the success of CDFW, BDR, and Wildlife Program goals and objectives. <u>WORKING CONDITIONS:</u> Must be willing to work long, irregular hours, including early mornings, evenings, and weekends. Field activities may involve strenuous physical activity in variable weather conditions, and occasionally require the use of an all-terrain vehicle (ATV). Office work can require using computer keyboard at least several hours a day, sitting most of the time, but may involve walking or standing for brief periods. Lifting heavy and irregular items (up to 40 pounds) and performing strenuous field and lab work are required. Must attend occasional meetings. In addition to working with Regional and Field Office staff, interact with other CDFW staff (e.g., in other Regions and at Headquarters) and members of the public, mostly via Teams, e-mail and telephone. Must possess a valid driver's license and be prepared to operate a State vehicle with and without four-wheel drive (4WD), maneuvering trailers in mud and snow on state highways and local roads. Wearing a uniform in interaction with the public is required to identify the incumbent as an employee of the Department. Must be vaccinated against rabies virus with adequate current antibody titer or be willing to receive pre-exposure rabies vaccinations as pre-condition of working with rabies vector species.	
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

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UNIT NAME AND LOCATION Wildlife and Lands Management – Human-Wildlife Conflict Unit – Fairfield, CA	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 (Supervisory) for the Bay Delta Region's (BDR) Wildlife and Lands (Wildlife) Program, the Human-Wildlife Conflict (HWC) Fish and Wildlife Scientific Aid is tasked with managing, responding, tracking, and reporting incidents of Human-Wildlife Conflict throughout the 13 counties in BDR. The incumbent will develop and incorporate best practices that focus on conflict mitigation techniques and adhere to California Department of Fish and Wildlife (CDFW) policies, Fish and Game Code and Title 14 of the California Code of Regulations to implement solutions to help customers address conflicts and conserve local wildlife species.

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10%	educate the public, and assessment of deterrents currently in use. Keep up to date on the best and most effective strategies, and be creative in applying these strategies to properties experiencing damage by wildlife. Assist with hazing wildlife, which may include the use of non-lethal projectiles such as paintballs. Work in cooperation with staff using lethal and non-lethal methods, dart guns, pepper balls, and other types of firearms. Outreach and Education Support the Wildlife Program by disseminating and developing materials as needed to educate the public on wildlife coexistence and conflict mitigation, including information for individuals, property owners and homeowners associations, school groups, farm bureau, Fish and Game Commissioners, and local community organizations. Provide presentations and demonstrations on the use of non-lethal deterrents, wildlife safety, and other topics related to human-wildlife conflicts and coexistence.
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