

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 and Fisheries Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-032-0762-905
UNIT NAME AND LOCATION Beaver Restoration Program, West Sacramento	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-032-0762-905

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory) and guidance of the Senior Environment Scientist (Specialist) for the Beaver Restoration Program, the incumbent will serve as a beaver restoration specialist responsible for providing core program support to the Beaver Restoration Program.
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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.)
40%	ESSENTIAL FUNCTIONS: Beaver Trapping and Translocation: In close coordination with senior staff in the Beaver Restoration Program, Fisheries Branch, and the Wildlife Health Laboratory, conduct translocation of beavers to approved ecosystem restoration project sites throughout the state. Drive state vehicles (up to 8 hours/day) to proposed beaver restoration project sites to conduct site suitability assessments, habitat evaluations, beaver surveys, beaver trapping, release site preparations, and beaver translocations. Coordinate land access permissions for restoration and monitoring activities with agency and tribal partners, private landowners, and public land managers. Contribute to planning of trapping and translocation operations. Identify candidate beavers for relocation; live-trap beavers using a variety of suitcase and cage traps, which includes daily, morning trap checks and evening trap sets; handle, immobilize, and tag beavers using ear tags, Passive Integrated Transponder (PIT) tags, and satellite and/or VHF radio transmitters; process beavers (e.g., collect morphometric data and genetic, fecal, and blood samples); provide daily care, monitoring, and pen cleaning during beaver quarantine periods (including some weekends); transport and release beavers. Install beaver dam analog (BDA) structures to help prepare beaver restoration project sites on CDFW lands. Conduct mortality investigations; collect biological samples; collect carcasses and assist with necropsies; assist in beaver health analyses.
25%	Post-release Monitoring: Drive state vehicles (up to 8 hours/day) to conduct post-release monitoring of translocated beavers and beaver restoration project sites. Track beavers via telemetry, submersible PIT antennae, and camera stations; conduct various survey methods for other terrestrial and aquatic taxa and species of interest; assist with drone flights for collection of aerial imagery and/or beaver tracking; conduct water and vegetation sampling.
15%	Data Collection and Management: Follow project protocols to create, review, and edit project data from field sites, primarily using a Department smartphone or iPad and the Field Maps application. Data includes but is not limited to: spatial, quantitative, and qualitative information about trap, camera, monitoring equipment, and observation locations, trap and camera rechecks, and locations of site assessment and beaver releases. Extract, compile, and organize data within relational databases and spreadsheets; ensure data integrity (i.e., quality control). Prepare field summaries, reports, and program updates on restoration and monitoring activities. In coordination with Department staff, identify

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10%	where similar data collection efforts may facilitate efficiencies and data sharing across programs. Maintain camera trap data in Wildlife Insights, including camera spatial data, image uploads, image cataloging, and AI algorithm training for accurate species identification. Education and Outreach: Prepare education and outreach materials in coordination with Department staff. Organize, develop materials, and conduct presentations to the public, communities, and stakeholders, both in-person and virtually. Respond to public and media inquiries about beaver issues via email, telephone, and through virtual and in-person meetings. Represent the Department, both in-person and virtually, by appearing before governmental, tribal, public, and private entities to communicate program activities and priorities. Stay current with evolving methods, scientific literature and information on beaver conservation and management.
5%	Conflict Mitigation: Provide technical assistance and recommendations to the diverse public, landowners, agency partners, CDFW land managers, and interested parties (e.g., water resource entities, private sector, agricultural community) in implementing best practices for human-beaver coexistence. Track beaver conflict occurrence, the use and outcomes of non-lethal measures for beaver conflict resolution, and lethal removals; conduct site visits to investigate reported damage when assigned. Develop materials and deliver in-person trainings for internal staff as well as tribal and interagency partners.
5%	NON-ESSENTIAL FUNCTIONS: Perform administrative tasks, including tracking of time worked; attend professional development and trainings as appropriate to contribute to the achievement of Department goals and program objectives. Maintain equipment and vehicles and coordinate shared use with other Department staff. Special Personal Characteristics: Demonstrated ability to: work independently; excels in a collaborative setting; responds positively and proactively to challenges. Ability to think quickly and respond to fast-paced changing situations involving sensitive wildlife issues. Shows courtesy, respect, and tact towards others. Values collaboration and others' contributions in the workplace. Highly dedicated and strongly self-motivated. Able to accurately collect, record, and/or analyze biological data in the field. Knowledge of wildlife and habitat survey protocols; watershed assessment techniques; wildlife handling and capture techniques. Ability to use computer programs (e.g., Microsoft Word, Excel, Access, ArcGIS). Special Physical Characteristics: Ability to swim at least 50 yards and to stay afloat at least five minutes and ability to lift 40 pounds. Interpersonal Skills: Demonstrated ability to successfully engage, interact, and communicate with scientific staff, stakeholders, and diverse publics. Must possess strong written and verbal communication skills. WORKING CONDITIONS: Must be willing to work long, irregular hours, including early mornings, evenings, and weekends due to the species involved (e.g., nighttime tracking, evening trap sets, daily trap checks). Regular travel in state vehicles (> 40%) and some overnight travel (up to 15%) will be required. Must possess valid Driver's License and be able to safely and effectively operate watercraft and Utility Task Vehicles (UTV)s, as well as tow trailers. This job requires daily operation of State vehicles to reach field sites, regular use of kayaks, and occasional operation of UTVs and motorized watercraft. Must wear Department uniform. Field activities may involve strenuous physical activity, hiking long distances in variable weather conditions, and/or camping in remote field sites. If assigned, must complete wildlife capture and restraint training within 12 months of hire. Must be willing and able to competently use and possess wildlife restraint drugs and equipment; handle live animals and carcasses. When not working in the field, must be able to work in the office setting at least 4 days per

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	week, using a computer keyboard in a sitting and/or standing position several hours a day, unless State or CDFW policies require or allow otherwise. This is a 12-month limited-term position but may be extended to 24 months based on performance and availability of funding.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Molly Alves	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