

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☐ **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
DFW DIVISION/BRANCH/REGION/OFFICE South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-561-1918-XXX
UNIT NAME AND LOCATION Northern Lands Program, Upper Newport Bay Ecological Reserve	CLASS TITLE Fish and Wildlife Interpreter II
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Senior Environmental Scientist Supervisor, the Upper Newport Back Bay Science Center (BBSC) interpretive services coordinator (F&W Interpreter II) is responsible for the development and implementation of interpretation, education, and outreach (IEO) projects and materials that support regional and statewide programs, plus the organization and implementation of programming throughout South Coast Region. This position includes the creating, developing, and carrying out interpretive services at the BBSC and playing a supporting role to interpretive services throughout the Region. This includes Sport Fish Restoration Act (SFRA) Aquatic Education to create and plan interpretive exhibits and programs; plan, organize and conduct interpretive walks and trails; apply scientific knowledge, methods, and techniques in obtaining, arranging and interpreting data, and in collecting, identifying and cataloging specimens; establish and maintain cooperative relations with those contacted in the course of the work; interpret resource concepts to the public; communicate effectively; develop innovative solutions to interpretive problems; create and prepare written material for reports and publications; keep necessary records and prepare reports; maintain landscape at facilities and State Lands. Oversee and lead the various outreach, education, and interpretive services interns, scientific aides, and volunteers. Oversee the upkeep of regional interpretive buildings and equipment, including interpretive trails, kiosks, signage, boats, trailers, aquaria, etc. The primary geographical focus of this position will be within Orange County and may occasionally include other lands and partnering opportunities throughout Region 5. Duties include the following essential functions:	

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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Coordinate and facilitate year-round activities and programs at the BBSC that incorporate use of aquariums and the floating marine dock—such as Marine Life Inventories, school field trips, coastal wetlands restoration, special trainings or workshops, etc. Support and participate in regional outreach, education, and interpretation events (e.g., Earth Day Children's Water Festival, CA Biodiversity Day, BioBlitz, CA Coastal Cleanup Day, Volunteer Appreciation events, and other Department sponsored outreach events- such as Sportsmen Shows). Strategically advertise BBSC IEO opportunities in new ways that incorporate the <i>Outdoors for All</i> and <i>30x30</i> initiatives. Create, expand, and enhance interpretive program opportunities on Department lands throughout Region 5 by developing consistent, engaging, and place-based educational experiences for diverse audiences. Support interpretive services region-wide by collaborating with field staff, land managers, and program leads to identify needs, strengthen existing efforts, and help implement new interpretive projects. Requires possession of a valid driver's license for driving a State vehicle to attend offsite events, meetings, trainings, etc. in remote or rural areas where alternative transportation is not feasible.
20%	Develop, design, install, and maintain interpretive signage, exhibits, educational materials, infrastructure (including aquariums), and related components such as databases, websites, and

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	social media that support current and future IEO programs at the BBSC and across Region 5. Highlight California's native plants, fish, wildlife, habitats, conservation efforts, and stewardship principles through all interpretive products and programs. Collaborate with Department staff to integrate scientific information, ongoing projects, and interpretive best practices into the planning and delivery of IEO services. Maintain and develop new virtual programming opportunities to enhance regional IEO outreach. Maintain the indoor and outdoor aquariums at the BBSC to support IEO programs, including animal husbandry, life-support system upkeep, and habitat care. This includes conducting regular water-quality monitoring and testing for aquariums and associated program areas, ensuring healthy conditions for aquatic species and accurate data for educational use.
20%	Serve as a team lead overseeing support staff, including scientific aides, volunteers, temporary staff, fellows, and interns that support IEO duties at the BBSC and other Region 5 properties. Participate in job-related training offered by the Department or other professional organizations. Recruit, organize, and manage CDFW volunteers to support IEO programs. Work with the Office of Communications, Education and Outreach to manage publicity and community engagement.
20%	Sustain partner relationships with existing partners while working to create new partnerships that include related community organizations, government entities, non-profit organizations, and other Region 5 lands or partnership locations. Organize IEO related programming, events, and corresponding outreach information in collaboration with these partners. Schedule, implement, and participate in partner related IEO programs, special events, and trainings.
10%	<u>NON-ESSENTIAL FUNCTIONS:</u> Performs administrative tasks, including keeping files organized and calendars updated, plan and track work activities, purchase and maintain equipment, assist with BBSC facility and program inventory activities. Organize and coordinate BBSC calendars, records, and procurement processes. Manage records and paperwork related to volunteer hours, event documentation, and other required information to support annual reporting and meet grant obligations. <u>WORKING CONDITIONS:</u> Office will be located at the Back Bay Science Center in Newport Beach. Work statewide to complete work assignments. Travel is required up to 10% of the time, varies by season and event(s), and a valid driver's license is required as it may include driving a State vehicle in remote or rural areas where alternative transportation is not feasible. Must wear a uniform while interacting with the public. Up to 10% of time required for weekend work or occasional overtime. The ability to walk, stand and hike on uneven terrain, mud, and in water. The ability to install, paint, build, create and otherwise complete projects with the use of hand tools and power tools is required.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME Robin Madrid	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 Vacant	EMPLOYEE'S SIGNATURE DATE