

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.

E-R4 WM 26-009

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 Central Region – Salt Slough Office	POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0835-905
UNIT NAME AND LOCATION Nutria Eradication Program – Los Banos	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 supervision of the Senior Environmental Scientist (Supervisory), the incumbent will be the primary staff responsible for assisting the Supervisor and field crew leads with managing and maintaining the Nutria Eradication Program's field equipment and supplies and organizing and maintaining the office's [electronic and paper] files. Additionally, this position will review and manage camera survey, habitat classification, and trapping data and confirm accuracy of and document nutria detection data. The incumbent will also perform necropsies on captured nutria, play a support role in trapping efforts, and construct project equipment. This position requires great organization skills and attention to detail. Specifically, the incumbent will perform the following duties:

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
30%	Review and Manage Camera Survey Data – Using defined unique IDs, track all SD Cards used by the Los Banos nutria field crews. Tracking includes documenting the deployment, collection, review, results and subsequent data entry, clearing, and redeployment of up to 2,000 SD cards. Based on the results of SD card reviews, confirm accuracy of and document nutria detection data.
30%	Maintain Equipment and Supplies – Responsible for the organization, inventory, and maintenance of field equipment. Assists with ordering field equipment, researching needs and pricing. Coordinate the maintenance and repair of field vehicles, boats, and equipment to ensure they are in working order for surveys and field work. Review packing slips upon receiving deliveries, document quantities of items received, distribute defined quantities to other nutria field offices, and notify administrative staff of any discrepancies. Construct project equipment, including, but not limited to, monitoring platforms, rafts, trap floats, floating camera stations, multi-capture traps. Clean, organize, decontaminate, and maintain project equipment. Make lures and scent-based attractants for use in surveys and trapping.
25%	Data Entry and Management – Conduct data entry in various platforms (e.g., Excel, ArcGIS Online, Field Maps smartphone application), paper and electronic file organization, copying and scanning of scientific and field documents. Follow project protocols to create, review, and edit project data, primarily using a department computer, smartphone, and/or iPad and mobile applications. Data includes, but is not limited to, spatial, quantitative, and qualitative information about trap, camera, platform, and observation locations, daily trap checks, and camera checks, habitat classifications, site surveys, nutria detections, nutria captures, necropsy results, and tracking of equipment and vehicles. Ensure accuracy of detection documentation. Provide information on eradication progress, when requested. Using Microsoft Access, produce pre-defined reports for local Management Units and provide to lead staff.

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10%	Nutria Trapping and Necropsies – Drive to field sites to assist Nutria Eradication Program staff with nutria eradication trapping in infested areas, which include deploying multiple types of traps, and performing necropsies on taken nutria. This will include management of grid-cell trapping assignments; understanding and following protocols within surrounding cells; collecting data on use of attractants, baits and lures; transporting equipment, carcasses, and live animals; recording/entering necropsy data accurately; and collecting, labeling, and organizing biological samples.	
5%	NON-ESSENTIAL FUNCTIONS: Performs other clerical/administrative duties for Department staff as they arise, such as photocopying, sorting, preparing document folders/binders for meetings and new staff training material, coordinating informational mailings, etc. Perform routine maintenance and cleaning of Department-owned lands and equipment DESIRABLE QUALIFICATIONS: Special Physical Characteristics: Ability to lift 40 pounds. Special Personal Characteristics: Ability to multi-task; adapt to changes in priorities and complete tasks or projects with short notice; ability to organize, prioritize and follow verbal or written instructions and directions and the ability to concentrate to review and create documents and meet strict deadlines. Must be tolerant of hunting and the hunting public. A demonstrated interest in assuming increasing responsibility. Good driving record; Computer skills are necessary, as well as use of a scanner and conversion of documents into a digital format. Interpersonal Skills: Must have the ability to work together in a cooperative manner, ability to resolve emotionally charged issues reasonably and diplomatically; deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to needs, feelings and capabilities of different people in different situations; must be tactful and treat others with respect; open to change and new information; and adapts to behavior and work methods in response to new information, changing conditions or unexpected obstacles. WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time but may involve walking or standing for extended periods at desks, tables, or at various locations surrounding the office facility. Attend meetings; work with staff statewide to complete work assignments. Working outside in a variety of weather conditions is required for inventory, issuing, and restocking equipment. Must be capable of safely driving a State-owned vehicle. Must wear Department uniform. Must possess valid Driver's License. Manual labor and cleaning will be required. Workdays are limited to 189 days in a 12-month period. Data entry will be required.	
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