State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **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.

RPA#: E-R4 WM 26-011

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 Central Region- Salt Slough	POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0762-905
UNIT NAME AND LOCATION Nutria Eradication Program – Los Banos	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of the Nutria Eradication Operations Supervisor (Senior Environmental Scientist (Supervisory)), the Environmental Scientist is responsible for serving as one of the Program's lead scientists on nutria (*Myocastor coypus*) coordination, detection, and eradication. This will include conducting investigations and directing a field crew within the southern portion of the nutria infestation. The incumbent will also closely coordinate with other regions and Department functions, as well as other affected and involved local, State, and Federal agencies. Work includes preparing draft reports and correspondence and answering routine questions from the public relative to Departmental nutria efforts. The primary geographical focus of this position will be in Merced, Stanislaus, Mariposa, and Fresno counties, but work may be assigned in any part of the area of nutria infestation.

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.)
	ESSENTIAL FUNCTIONS:
35%	**Nutria Surveys** – Drive to field sites throughout the project area to survey suitable aquatic habitats (wetlands, ponds, river backwaters, sloughs, etc.) to detect nutria sign or presence and delineate the current geographic extent of the nutria infestation. Survey methods will utilize various detection techniques including, but not limited to, visual observation, camera stations, artificial (vegetation) and wooden platforms, hair snares and hair identification, use of attractants, baits, and lures, and review of aerial imagery for classifying habitats.
20%	**Field Crew Lead** – Comprehend the eradication strategy, spatiotemporal approach, project needs, and crew spatial assignments, as assigned by the Operations Supervisor, and facilitate implementation by the crew of nutria surveyors and trappers. Coordinate with the Operations Supervisor to effectively manage staff spatial assignments across the project grid and cells. Hold daily coordination/safety briefings, facilitate and ensure compliance with safety protocols, and lead the crew's efforts by example. Assist with training new project field staff; identify and keep the Operations Supervisor apprised of further training needs. Compile, prepare, and submit reports. Assist with evaluating project methodologies and protocols.
15%	**Nutria Trapping** – Coordinate and drive to field sites to conduct nutria eradication trapping in areas with documented nutria infestations. Methods will include trapping, humanely dispatching the animals while minimizing non-target take, and performing necropsies on taken nutria. This will include management of grid-cell trapping assignments for project staff, understanding and following protocols within surrounding cells, evaluating methodologies and efficacy of attractants, baits and lures, and maintaining and tracking spreadsheets and databases.
15%	**Data Collection and Management** – Effectively follow project protocols to create, review, edit, and query all project data, primarily using a Department smartphone and/or iPad and the Field Maps

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	smartphone application. Data includes, but is not limited to, spatial, quantitative, and qualitative information about trap, camera, platform, and observation locations, rechecks, cell habitat classifications and surveys, cell [eradication] phases, confirmed detections, nutria taken, and necropsies.
5%	**Communication and Outreach** – Coordinate with private landowners, State and local agencies, and public land managers to coordinate nutria survey and eradication efforts, as well as to gain land access permissions. Conduct site visits and attend coordination meetings. Give nutria presentations and provide comments and recommendations to local boards and commissions. Provide information to the public by answering public inquiries by phone, email or letter. Make public presentations, assist with preparation of news releases, and participate in conservation committees and environmentally oriented organizations.
5%	**Equipment** – Purchase, maintain, and track nutria project equipment used by the field crew and loaned to other nutria efforts. Arrange for and coordinate loans of necessary equipment and staff such as vehicles, boats, and boat operators.
	NON-ESSENTIAL FUNCTIONS:
5%	Implement Individual Development Plan objectives, if applicable; maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing current scientific literature; and perform other administrative duties such as the maintenance of assigned State vehicle, monthly preparation and discussion of significant activities with supervisor, time expenditures reports, and expense claims. Complete all CDFW required paperwork; maintain CDFW policy requirements and CDFW/State certified training requirements.
	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. Ability to concentrate and stay focused to meet deadlines. Be flexible in adapting to changes in priorities, assignments, and other interruptions which may impact pre-established timelines for completed assignments. Able to prioritize work independently, take initiative, and follow through with projects that have been started. Able to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity. Open to change and new information; adapting behavior and work methods in response to new information, changing conditions or unexpected obstacles. Tolerant of hunting and the hunting public
	INTERPERSONAL SKILLS: Ability to work together with fellow employees in a cooperative manner while being considerate and responsive to the needs and capabilities of different people in different situations. be tactful and treat others with respect. be able to establish and maintain friendly and cooperative relations with those contacted in the course of work, and to communicate effectively, while using tact and diplomacy when dealing with the needs, problems, and/or concerns of departmental employees, the public, and representatives of other State agencies.
	Special Physical Characteristics: Ability to swim at least 50 yards, stay afloat at least five minutes, and lift 40 pounds.
	WORKING CONDITIONS: Work atypical hours and on weekends. Some overnight travel may be required (up to 5%). Be able to swim, walk through deep mud and thick vegetation, work on steep or uneven terrain, in extreme weather and under physically challenging conditions. Competently use pellet pistols or firearms as per the Department's Policy for Non-Enforcement Personnel. Handle live animals and carcasses, dispatch animals, and conduct simple tissue sampling and necropsies. Must be willing and able to competently use and possess wildlife restraint drugs and equipment. 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.

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	Requires daily operation of State vehicles to reach field sites, regular use of kayaks, and occasional operation (UTV)s and motorized watercraft. Must wear Department uniform. Must be willing and able to obtain a California Boater Card and other motorboat operator certifications as determined necessary. The primary geographical focus of this position will be in Merced, Stanislaus, Mariposa, and Fresno counties, but work may be assigned in any part of the area of nutria infestation. 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	**SUPERVISOR'S SIGNATURE**	**DATE**
Carl Jacobsen		

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**