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.

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-4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-461-0835-905
UNIT NAME AND LOCATION Elkhorn Slough ER	CLASS TITLE Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-461-0835-905
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS: This position works under the lead of a Fish and Wildlife Interpreter II and is supervised by a Senior Scientist Supervisor. The incumbent assists with the Reserve's visitor services and education programs to accomplish tasks related to the USFWS's Sport Fish Restoration Grant's Aquatic Education Program. This position also helps with the maintenance of the Elkhorn Slough Reserve's public areas as well as assisting with minor technical and administrative operations in the visitors center.	

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%	**Visitor Services** Provide the public with accurate information on the research, restoration and education programs conducted at Elkhorn Slough National Estuarine Research Reserve. Interact with Reserve volunteers and assist in providing support to the volunteer, research, and education programs. Maintain field notes generated by Reserve visitors. Maintain Visitor Center exhibits and deliver visitor interpretive presentations and walking tours. Relay technical scientific information to the public, answer questions, and offer assistance to enhance visitor understanding and experience. Prepare materials and science-based visual aids to convey the importance of on-site natural resources. Organize and stock publications to ensure visitors have access to up-to-date information and resources.
35%	**Education and Outreach** Assist in the development and implementation of interpretive and education program material, relaying scientific information about ecology, natural history, restoration, and conservation of Reserve habitats. Deliver K- College education programs. Assist in conducting in-person and virtual science education programs on CDFW lands using scientific information and specimens, visual aids, and technological platforms. Assist in collecting aquatic macro invertebrates for use in the teaching laboratory. Identify and interpret the life history of a variety of invertebrates as part of the Reserve education program. Assist in the operation and maintenance of microscopes and other laboratory equipment. Read scientific reports and attend training in preparing for community outreach and science-based hands-on programs. Travel to, set up, conduct, and take down outreach events in the community.
20%	**Reserve/Field Support** Help maintain the Reserve's facilities and exhibits by performing routine tasks to ensure facilities

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10%	and amenities are in good condition and presentable for visitors. Clean signs and panels; clear weeds and debris. Assist in Reserve research and stewardship activities including supporting research operations, data collection, and stewardship projects. **NON-ESSENTIAL FUNCTIONS:** Copy, collate, and distribute materials, packets, mailings. Monitor and maintain program files, supplies and equipment. Perform other duties supporting Reserve goals as needed. **Special Personal Characteristics:** Positive attitude, flexible, good customer service, self-starter, likes working with children. **Interpersonal Skills**: Works well on a team or on their own. **WORKING CONDITIONS**: Indoors in a Visitor Center or microscope teaching lab, or outdoors in the field with children. Requires the ability to work outdoors in variable weather conditions and walk over uneven outdoor terrain. Must wear a uniform when engaging with the public. Driving a state vehicle no more than 1-2 times a month will be required, which requires a valid CA driver's license.

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**