State of California Department of Fish and Wildlife
DUTY STATEMENT **E-R6 WR SB 26-005**
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 Inland Deserts Region 6	POSITION NUMBER (Agency-Unit-Class-Serial) 565-604-0762-905
UNIT NAME AND LOCATION Fisheries South - Murrieta	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist (Supervisory) for the Fisheries South Program of the Inland Deserts Region, the incumbent will be responsible for conducting field surveys, monitoring and restoration of fish and amphibians. Implement management plans for native fish species as well as the scope of activities as listed below under Duties and Responsibilities. Duties will be performed under the federally funded State Wildlife Grant Native fish restoration and monitoring in Eastern California Deserts.	

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%	**Inventory, Monitoring and Restoration:** Conduct field surveys employing standard survey and fish/amphibian sampling techniques to identify present status of native fish/amphibian populations. Drive a state vehicle including 4 Wheel Drive for up to 8 hours in order to transport staff and equipment and carry a 40lb. backpack up to 6 hours to reach remote field sites. Assist in planning, coordinating, preparing, and developing management goals and associated reports to support recovery and project objectives. Conduct habitat surveys to document watershed features in current and potential project waters and provide summary reports. Support the implementation of habitat improvement projects and guide activities of temporary or seasonal employees working on these projects. Coordinate with other agencies and stakeholders to provide recommendations, obtain funding, implement recovery/restoration projects, conduct translocations of native fishes, and assist with ongoing monitoring projects.
35%	**Management, Planning and Research:** Prepare, coordinate, and implement management plans for native species. Make recommendations for management by assisting with the preparation of management plans for specified waters. Assist in the research efforts to develop applied questions relevant to management issues or issues affecting management of specific waters. Report results in peer-reviewed documents and/or Department administrative, or similar, reports. Assist with the fishery restoration plans including grant funding requests and contracts to obtain important data and information to benefit recovery goals. Develop technical information through cooperative research projects, restoration efforts and state-wide program procedures. Prepare environmental documentation in compliance with applicable laws for projects. Prepare summary reports for submittal in peer reviewed documents or Fish and Game Administrative reports.
10%	**Outreach:** Meet and provide technical information on native fish resources with Regional, Fisheries Branch, and other Department programs, other State and Federal agencies. Coordinate meetings with non-government entities including but not limited to San Bernardino Valley Municipal Water District, Riverside Corona Resource Conservation District and local business'; develop and answer questions of a routine nature and respond to public inquiries as needed.

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10%	**Technical Review**: Provide technical assistance on methods and standards for fisheries population and habitat assessments and provide biological information and evaluation of projects. Prepare annual and final reports, technical manuscripts, information leaflets and popular articles, and administrative reports; conduct literature or other types of searches for information related to native fish management and research through libraries, universities, and other agencies and departments and prepare summary reports or annotated bibliographies.
5%	**Equipment:** Assist with gathering information needed for equipment purchases, maintain, and track project equipment and vehicles used within the region and loaned to other Region Offices for inventories. Arrange for and coordinate loans of necessary equipment and staff.
	NON-ESSENTIAL FUNCTIONS:
5%	**Other Duties**: Complete travel expense claims to obtain reimbursements and all other administrative assigned tasks as required by the Department. Attend job-related training to increase knowledge and expertise. Use in-service training, participation in scientific meetings, and exchange information with other entities involved in fish and wildlife management.
	WORKING CONDITIONS: Ability to conduct biological resource work in the field over 45% travel throughout the state; and work at odd or irregular hours. Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which involve walking or standing for brief periods to access files, references, and other program materials. Attend meetings and internal and external training. In addition to working with Regional staff, interact with headquarters staff and members of the public via e-mail, telephone and through virtual meetings. Possession of valid CA driver's license. Ability to drive for up to 8 hours. Ability to work outdoors for up-to-week-long trips in variable weather conditions (32F - 120F), operate 4WD vehicles, wade in streams, and walk over uneven outdoor terrain carrying a 40 lb. backpack for up to 6 hours. As a condition of employment, the incumbent is required to wear an appropriate uniform consistent with CDFW's Operations Manual (Section 12901) for various work situations, including field surveys and public interaction. This position offers the possibility of an office-centered telework agreement based on the Department's current Telework Policy.

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