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.*

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| **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<br>Bay Delta Region (Region 3) – Wildlife Management - Lands | POSITION NUMBER (Agency-Unit-Class-Serial) |
| UNIT NAME AND LOCATION<br>Wildlife Management and Lands, Grizzly Island Wildlife Area Complex – Suisun, CA | CLASS TITLE<br>Environmental Scientist |
| INCUMBENT<br>VACANT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-384-0762-004 |

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the close supervision of the Senior Environmental Scientist (Supervisory), the incumbent will prepare and obtain regulatory permits; conduct wildlife surveys and studies; design, implement and monitor habitat development projects; and monitor wildlife populations on Department-owned lands related to the Federal Wildlife Habitat Development and Maintenance, Region 3 Pittman-Robertson (PR) federal grant.

| **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.) |
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| | **ESSENTIAL FUNCTIONS**: |
| 40% | **Resource Assessment and Environmental Services:** Develop and conduct surveys of wildlife species on CDFW lands for the purposes of species inventory, status, production, habitat use, population trends, presence/absence, and distribution. Monitor wildlife populations on CDFW-owned lands related to the Federal Wildlife Habitat Development and Maintenance, Region 3 PR grant agreement, and State and federally-listed species. Coordinate with other agencies, sportsmen's/conservation groups, and private organizations for access and conducting resource assessments and biological research on CDFW lands. Provide written reports of surveys for management implications and improvements. |
| 20% | **Habitat and Wildlife Management:** Assist with habitat and wildlife management activities including mowing and noxious weed control, managing water delivery systems and applying water for flood and irrigation cycles to benefit wildlife and create habitat for target species. Participate and represent CDFW in meetings related to project development, General Plans, and other land use issues. Take lead on creating and/or updating Land Management Plans. Drive state-owned vehicles to access roughly 13,000 acres of wildlife area to conduct wildlife management activities.<br><br>Provide Best Management Practices; monitor and assist in invasive species control efforts; and provide biological and wildlife management expertise and technical assistance for projects in the Suisun Marsh which may have direct effects on wildlife, vegetation, water, and threatened and endangered species.<br><br>Develop maps using Geographic Information System (GIS) and Global Positioning System (GPS) for habitat projects, vegetation, invasive species, CDFW infrastructure, hunting, fishing, bird watching, dog training, and general public use. Maintain digital data of resources for the wildlife area. |

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| 20% | **Hunter Opportunity:** Coordinate with CDFW staff to set regulations, guidelines, and procedures; provide tag/hunter quotas; and coordinate with hunters and VLDs staff for hunter opportunities on the wildlife area. Coordinate and conduct elk hunter orientation and hunts with GIWA staff. Participate in elk retrieval and collect biological samples from harvested game. Collect biological samples from waterfowl and pheasants. Coordinate and assist the Game Bird Heritage and Waterfowl Program for special hunt opportunities including the Junior Pheasant hunt. Assist in the operation of the waterfowl check station. Schedule and coordinate with hunters for the Joice Island pig hunts. |
| 10% | **Interagency Coordination and Communication:** Attend and present information regarding wildlife and management on the Grizzly Island Wildlife Area Complex (GIWAC). Participate and coordinate activities with CDFW staff, State and federal agencies, the Suisun Resource Conservation District (SRCD), and private landowners in the Marsh. Represent CDFW policies and positions in written and oral communications. Attend meetings for the SRCD, Bay Conservation and Development Commission (BCDC), Department of Water Resources (DWR), Solano Mosquito Abatement District, and United States Geological Survey (USGS) biological staff. Works with Suisun Marsh Plan agencies including the Department of Water Resources (DWR), Bureau of Reclamation (BOR), SRCD, U.S. Fish and Wildlife Service (USFWS), Delta Stewardship Council (DSC), Army Corps of Engineering (ACOE), National Oceanic and Atmospheric Administration (NOAA), Bay Conservation and Development Commission (BCDC), Regional Water Quality Board (RWQCB), private landowners, and other DFW programs in the Suisun Marsh. Identify and help develop habitat projects for non-governmental organizations and unique funding opportunities. |
| 5% | **Administrative Tasks:** Assist and prepare, purchase documents, budget information, annual work and grant reports, Letters of Permission, hunt program press releases, routine paperwork, emails, letters, and other administrative tasks as needed per the classification specifications. Maintain equipment and keeps in safe working condition. Act as lead person for Fish and Wildlife Scientific Aids and volunteer staff. |
| | **NON-ESSENTIAL FUNCTIONS:** |
| 5% | Perform administrative tasks, including tracking of time worked; attend career development, professional qualification and training programs and seminars; and keep current on scientific literature as appropriate to contribute to the achievement of Region 3's goals and objectives. |
| | **WORKING CONDITIONS**:<br><br>Involves regularly working outside in inclement weather and harsh conditions. Areas include uneven terrain in various environments. Requires ability to operate and drive numerous types of field equipment, boats, kayaks, all-terrain vehicles (ATVs), and 4x4 vehicles; use herbicides and application equipment; and use a computer and keyboard several hours a day. Complete field work as needed to evaluate wetland habitat and wildlife. Requires tolerating ticks and mosquitos. Routine work involves unusual hours and regular scheduling on Saturdays, Sundays and holidays during hunting seasons, requiring the ability to change hours of work due to wildlife area activities.<br>**Special Requirements:** Requires physical strength and agility; ability to swim 50 yards and stay afloat for at least five minutes; and the ability to lift forty (40) pounds. Requires the possession of a valid driver's license and ability to operate a state vehicle with four-wheel drive (4WD) on CDFW lands. Requires the ability to operate tractors, mowers, kayaks, John boat, or Whaler, and all-terrain vehicles (ATVs). This position may require a pesticide Qualified Applicator Certification (QAC) within one year of hire. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting field work and public work duties. The employee is required to live in State-owned housing at GIWA based on the availability of move-in ready units at the time of hire, or as soon as a unit becomes available. |

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| **SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** | | |
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| **PRINT SUPERVISOR'S NAME** | **SUPERVISOR'S SIGNATURE** | **DATE** |
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| **EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.<br>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.** | | |
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| **PRINT EMPLOYEE'S NAME** | **EMPLOYEE'S SIGNATURE** | **DATE** |
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