State of California Department of Fish and Wildlife
DUTY STATEMENT **E-R6 LF-26-007**
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 (IDR), Region 6	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-5157-002
UNIT NAME AND LOCATION Inland Fisheries – Inyo County – Bishop Office	CLASS TITLE Analyst I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the supervision of the Senior Environmental Scientist (Supervisory) the incumbent will be responsible for performing a variety of administrative tasks in the Inland Desert Region in support of Hatcheries and Wild Trout Programs. The position requires a high degree of independent action, initiative, and knowledge of State and Departmental policies. The preferred location for this position is the Bishop Office, though other geographic areas within IDR 6 can be considered.

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:
40%	Work with the Regional Procurement coordinator to prepare and analyze procurement packages for Region 5/6 hatcheries and the Wild trout Program utilizing State and Department approved purchasing policies and procedures. Make recommendations on changes to packages as necessary. Compiles procurement packages for purchases from hatchery and fisheries staff in coordination with Hatchery Managers and Office Technicians. Procurement duties include: acquiring signed bids/quotes; gathering required procurement forms from vendors (STD 204, Darfur, Bidder's Declaration, Sellers permit or Use permit, Department of Resources Recycling and Recovery 74 form); compiles and reviews STD 555, bid-quote worksheets, solicitation scripts and assembles procurement request packets for submission to Headquarters for approval; creates requisitions for all purchase requests in the Financial Information System for California (FisCal); prepare STD 550 forms, telemetry request forms and other required documents for Information Technology (IT) requests; create DFW 524 forms for submittal for coding changes;
25%	Responsible for reviewing, researching and submitting invoices for payment in FisCal; closing out Purchase Orders (PO) in FisCal as required; create short-form services contracts for facilities' maintenance and repairs and other necessary services; Assist in the development, preparation, advertisement and award of contracts in coordination with the Regional Contracts Coordinator, Analyst II and department headquarters contract office staff; assist the Regional Fleet Coordinator with document preparation of new vehicle purchases and other fleet; track budgets for grants managed by Wild Trout Program; coordinates with vendors to assure payment requirements are met and delivery of equipment/goods are accurate; return or exchange PO goods that are incorrect or damaged; audit procurement files and all purchasing documents digitally and in hard copy for up to 4 years; print and have copies readily available for free and reduced fishing license applications, goods received stickers, mileage logs, volunteer agreements, and vehicle accident logs. Assists with managing maintenance contracts for printers, copiers and postage machine and land line phones at hatchery offices.

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.)
20%	Assist the Senior Environmental Scientist Supervisor with gathering and analyzing data to compile reports and provide recommendations for program initiatives. Maintain current knowledge of administrative practices and principles and ensures compliance with applicable laws, regulations, policies and procedures which are prescribed by complete monthly time sheet, participate in the annual performance appraisal process, complete travel expense claims, and attend meetings and trainings. Assist hatchery managers with analytical support related to state-owned housing processes. Coordinate with hatchery managers and Inland Desert Region Regional State-Owned Housing Coordinator (IDR SOHC) to review and ensure lease agreements and other SOH forms are accurate and complete. As needed, provide assistance with the Bishop Office front desk duties which include: answer the front office phone during business hours and responds to questions by the public both on the telephone and in person. Travel to Hatcheries using a state vehicle to perform audits on records, assets, inventory, and complete special projects.
10%	Correspond and interact with the public and other agencies on a variety of issues. Provide accurate written and verbal program information and/or direction to the public, Department employees, and volunteers throughout the State.
5%	**NON-ESSENTIAL FUNCTIONS:** Prepare training materials and presentations for staff. Assist supervisor in creating and maintaining databases, spreadsheets and forms. Arrange meetings and conferences on behalf of the Senior Environmental Scientists and hatchery staff, contacting participants and arranging for meeting rooms and equipment; prepares meeting handouts and visual aids; takes detailed meeting notes; transcribes notes, prepares and distributes meeting summaries suitable for a range of audiences. Edits and transcribes meeting notes; prepares and distributes summaries. May assist supervisor with special projects and other short term or infrequent assignments. **Special Personal Characteristics**: Demonstrated ability to act independently, open-mindedness, flexibility, and tact. This position requires a high degree of confidentiality, initiative, independence and originality in performing tasks. **Interpersonal Skills**: Work independently in a team setting. **WORKING CONDITIONS**: Work typically takes place in an office setting. Daily, frequent use of computers, phones, copy machines, printers and scanners. Long periods of time sitting at a computer, standing and walking for brief periods of time. Occasional overnight travel up to 5% using state vehicles to visit hatchery facilities and attend meetings or trainings is required. Travel requires the use of a State vehicle. Current and valid Driver License is required to drive a State vehicle.

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**