State of California Department of Fish and Wildlife
DUTY STATEMENT **E-R6 LF 26-004**
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 Desert Region (6)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0903-004
UNIT NAME AND LOCATION Lands South Program, Un-Staffed Lands Unit, Chino Hills	CLASS TITLE Wildlife Habitat Supervisor I
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the direction of Senior Environmental Scientist (Supervisory), the incumbent will be in charge of region-wide wildlife development field activities in the Un-Staffed Lands (USL) Unit. Duties will be performed under the federally funded Pittman Robertson Wildlife Restoration 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.)
	ESSENTIAL FUNCTIONS:
35%	Serve as lead person for the USL Unit. Provide leadership and guidance for a small team of Seasonal Aides and Fish and Wildlife Technicians. Assist in drafting a weekly schedule deploying team members to CDFW owned and managed properties in Riverside, San Bernardino, and Imperial counites. Assist in resolving staff conflicts, ensure management objectives are met, help solve problems at the staff level, communicate issues as necessary with the Senior Environmental Scientist (Supervisory). Provide training for new staff on proper use of equipment, herbicides, vegetation management techniques, USL projects, and other tools and techniques as necessary.
25%	Assist with purchasing equipment, tools, office supplies and other materials utilizing state purchasing processes. Assist in developing contracts for required services for land and facility management. Serve as contract manager, conduct associated job walks and answer questions from contractors regarding project. Assist in preparing grant applications and annual performance reviews for Pittman Robertson and other grants using computers and basic software such as Microsoft Office Suite of applications.
20%	Conduct journeyman level and beyond land management projects including but not limited to: Driving state owned four-wheel drive vehicles and hike carrying a 25 pound backpack to reach offroad sites and conduct general site and easement

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.)
	inspections, generate reports from site and easement inspections, coordinate group efforts on habitat projects under the guidance of scientific staff, oversee CDFW led restoration projects, meet contractors on various CDFW properties and orient them to the landscape in order to meet project objectives, do minor plumbing repairs for irrigation systems and guzzlers, minor carpentry and fabrication using power tools and heavy equipment, develop proposals for necessary projects.
15%	Coordinate and correspond with public users, individuals and groups interested in wildlife habitat and land use issues. Recruit and administer volunteers for habitat projects. Maintain public use facilities and provide educational information on Department owned and managed lands.
	NON-ESSENTIAL FUNCTIONS:
5%	Maintain personnel documents, timesheets, vehicle logs, monitor program budget expenditures and prepare routine reports.
	Interpersonal Skills: Speak effectively with the public
	WORKING CONDITIONS: Both indoors and outdoors, up to eight hours on a computer or eight hours in inclement weather and in the back country conditions, working unusual hours and on weekends May be required to travel up to 50% for several days for special projects. 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 fieldwork, office, and public interaction.

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**