State of California Department of Fish and Wildlife ☒ **PROPOSED**

DUTY STATEMENT

DFW 242A (REV. 07/18/22) ☐ **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.

E-R4 WM 26-018

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/Salt Slough	POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0764-005
UNIT NAME AND LOCATION Nutria Eradication Program – Los Banos	CLASS TITLE Senior Environmental Scientist (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0764-005
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Wildlife and Lands Program Manager (Environmental Program Manager I [Supervisory]), and the functional guidance of the Nutria Eradication Program Manager (Environmental Program Manager I [Managerial]), the Senior Environmental Scientist (Supervisory) will supervise the implementation of the nutria eradication efforts throughout the south-central portion of the nutria infestation. This position closely coordinates with the Nutria Planning Specialist and Operations Supervisors across other regions to develop/adapt the most effective spatial strategy for eradication and must effectively assign and oversee field implementation. Duties require a high degree of subject-matter expertise and strong interpersonal and communication skills.	

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.)
35%	Hire, train, develop, and provide technical guidance to permanent and temporary field staff operating state vehicles to travel throughout the project area to conduct nutria surveys and trapping or otherwise create, collect, or manage project data. Train and/or evaluate staff in safe operation of state vehicles, motorized and non-motorized watercraft, and trailer towing and backing, as well as water/wader safety and humane dispatch of nutria. Evaluate employee performance, identify and resolve additional training needs, identify and correct deviations from project or safety protocols, ensure compliance with temporary entry permit conditions, and take corrective, progressive disciplinary actions as necessary in consultation with the Human Resources Branch if/when potential disciplinary matters arise. Evaluate limited term and/or permanent intermittent staff for term extensions and provide recommendations to the Nutria Eradication Program Manager.
30%	Direct and supervise multiple nutria eradication field crews (~20 staff) for implementation of the statewide Nutria Eradication Program's eradication strategy. In collaboration with the Nutria Planning Specialist and other Nutria Operations Supervisors, develop and adapt the spatiotemporal schedule (e.g., by month or season across each year) for field assignments and implementation across the area of infestation. Hold weekly, in-person operations meetings with all direct reports to provide weekly work assignments to field crews for nutria surveys, assessments, and/or trapping efforts and ensure accurate and effective implementation is achieved. Conduct and participate in periodic all-staff (multi-region and multi-agency) operations meetings to ensure effective implementation across the area of infestation.
20%	Closely coordinate with the Nutria Eradication Program Manager, Nutria Planning Specialist, other Nutria Operations Supervisors (Bay Delta and Central Region), and regional leadership to ensure cohesive, unified, and consistent implementation across the entire (multi-region) area of infestation. Identify and communicate operational needs to the Nutria Eradication Program Manager, GIS Analyst, and the Program Analyst. Ensure the Central Region's Wildlife and Lands Program Manager and other Central Region Nutria Operations Supervisor remain informed about ongoing operations within the region and overall Program. Coordinate with, provide information to, and maintain oversight of staff communications with local landowners and resource managers regarding

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10%	operations and access. In collaboration with the Nutria Planning Specialist and other Nutria Operations Supervisors, develop and refine field protocols and methodologies. Evaluate efficacy of methods and strategies, including use of nutria scat detector dogs and acoustic recording units, and propose adaptations and solutions to the Nutria Eradication Program Manager as needs are identified.
5%	**NON-ESSENTIAL FUNCTIONS:** Perform supervisory functions including workload management and administrative tasks, including time reporting, travel claims, etc. Maintains professional knowledge in subject areas through training, seminars, workshops, and professional societies.
	Special Physical Characteristics: Ability to swim at least 50 yards and to stay afloat at least five minutes and lift 40 pounds.
	Special Personal Characteristics: Demonstrated ability to lead and supervise a large staff, be dependable, flexible, a clear communicator, and a problem solver. Ability to multi-task and adapt to changes in priorities. Must be willing to handle live animals, carcasses, and conduct simple tissue sampling and necropsies. Experience operating motorized and non-motorized watercraft, using pellet pistols or firearms, operating large pickups, towing trailers, and working in wetland environments.
	Skill to: Apply technical knowledge to fish and wildlife ecology, understand California trapping regulations and aquatic mammal behavior, as well as be able to communicate findings with various stakeholders, audiences, and the media.
	Interpersonal Skills: Tactful and effective written and verbal communication skills. Ability to lead and work as part of a diverse team. Must be able to establish and maintain friendly and cooperative relations with those contacted in the course of work, and to communicate effectively, while using tact and diplomacy when dealing with the needs, problems, and/or concerns of collaborating landowners, stakeholders, employees, the general public, and representatives of other State agencies.
	WORKING CONDITIONS: Work is both in an office and in the field. Must be able to work outside in extreme temperatures, walk on uneven terrain, deal with mosquitoes, ticks, and other stinging/biting insects, rattlesnakes and other wildlife. This position may require working weekends, holidays, atypical hours, and outdoors during adverse weather. Must attend meetings and work with staff throughout the State, including some daily (20%) and overnight travel (up to 5%). Must possess valid Driver's License and be able to safely and effectively operate watercraft and UTVs, as well as tow trailers. Must wear the Department uniform. Incumbent must be willing and able to competently use pellet pistols, air rifles, or firearms as per the Department's Policy for Non-Enforcement Personnel. Must be willing and able to competently use and possess wildlife restraint drugs and equipment.
	The primary geographical focus of this position will be in Stanislaus, Merced, Mariposa, and Fresno counties, but work may be assigned in any part of the area of nutria infestation.

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**