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.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE 10/01/2026

DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-451-1139-001
UNIT NAME AND LOCATION Salmon Conservation and Research Facility, Friant	CLASS TITLE Office Technician (Typing)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-451-1139-001
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory), the Office Technician (Typing) will perform clerical work at the San Joaquin River Restoration Program's (SJRRP) Salmon Conservation and Research Facility (SCARF). Specific duties include document organizing and filing, preparing draft contract and procurement documents, data entry, and greeting/assisting members of the public.	

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.)
45%	**ESSENTIAL FUNCTIONS**: Work with hatchery staff on purchasing equipment and supplies; prepare related documents and liaise with Central Region procurement staff. Prepare draft contracting documents, perform necessary document edits and coordinate with Central Region administrative staff. Communicate with members of the public and private industry to secure cost estimates on goods and services. Process invoices for signatory approval and coordinate with Central Region staff for payment. Use spreadsheets to enter hatchery statistical and operations data and track facility expenditures. Organize and file electronic and hard-copy documents, filing, and records management.
35%	Perform data entry, summary, and reporting. Provide guidance for new employees regarding orientation, training completion, uniform expense reimbursement, travel expense documentation and reimbursement. Organize, file, and track staff training documentation, facility safety plans and emergency response plans.
15%	Contact with members of the public; greet, and assist with informational and educational materials about salmon, SCARF operations, and the San Joaquin River Restoration Program.
5%	**NON-ESSENTIAL FUNCTIONS:** Have a working knowledge of Department approved software such as: Microsoft Word, Excel, Access, Outlook, PowerPoint, and others. Attend training for improving job effectiveness and career development. **Special Personal Characteristics:** Demonstrate the ability to act independently, and to maintain a positive attitude and consistent quality of work. **Interpersonal Skills**: Communicate politely, tactfully, but effectively with members of the public and internal staff. Work well independently and in a team setting. **WORKING CONDITIONS**: Ability to work at a computer workstation with a keyboard for several hours each day; complete tasks that require sitting, standing and walking to other locations; attend meetings and conference calls, typically within the work office but occasional travel including some overnight travel may be required once or twice annually, using a Department vehicle.

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.)

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**