State of California Department of Fish and Wildlife
DUTY STATEMENT **E-R6 LF 26-006**
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/6/Lands South	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0790-905
UNIT NAME AND LOCATION Unstaffed Lands/Camp Cady WA	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Habitat Supervisor I, the incumbent will perform duties associated with the maintenance and improvement of Camp Cady Wildlife Area in San Bernardino County. Duties will be performed under the federally funded Pittman Robertson Wildlife Restoration grants.	

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%	Perform habitat management activities including restoration and maintenance of wetland, riparian and upland wildlife habitats. Assist with growing agricultural crops for wildlife, and the control of non-native species. Prepare wildlife area for public use during upland game season. Operation and maintenance of state vehicles and farm equipment. Assist with organized upland game hunts and provide information to the public when needed.
30%	Assist with infrastructure maintenance, including installation and repair of irrigation lines, wildlife watering systems, kiosks, fencing and signage, wildlife area roads, gates, and other access areas.
15%	Coordinate and train with existing volunteers that work on site to complete assigned projects and assign volunteers approved tasks in preparation and during hunts and special events. Maintain logs of volunteer activities. Interact with the public, assist in organizing public hunts, answer questions from visiting public; and perform regular inspections of the property using four-by-four (4x4) vehicles.
10%	Communicate daily with Habitat Supervisor I for updates on general status of wildlife area and projects. Submit weekly progress reports for tasks completed and hours spent. Cleaning and general infrastructure maintenance of shop buildings, garages, employee residence, bunkhouse and trash pick-up throughout wildlife area to maintain in presentable conditions.
	NON-ESSENTIAL FUNCTIONS:
5%	Administrative duties, including electronic filing of logs and forms, submitting timesheets, checking e-mails regularly, filling out and submitting mileage logs, answering phones, and performing other duties as directed by supervisor.
	Special Personal Characteristics: Has knowledge and interest in fish and wildlife conservation; ability to interact with the public and colleagues in a professional manner; demonstrates ability to act

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	independently and be open minded; knowledge of power and hand tools; knowledge of vegetation management. **Interpersonal Skills**: Work independently and in a team setting, ability to work with people from varied backgrounds, strong communication skills via email, text, phone, etc. **Working Conditions**: Ability to work outdoors in extreme climates. Hiking up to 5 miles on uneven and steep terrain while carrying 20 – 40 lbs. of gear. On occasion, work on holidays, nights, and weekends. 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 field surveys and public interaction. **Additional Requirement**: This position requires the employee to reside in State-Owned Housing at Camp Cady

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**