State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**

☐ **CURRENT**

E-WLB 26-013

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 WFD / WILDLIFE BRANCH	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-4708-905
UNIT NAME AND LOCATION WILDLIFE DIVERSITY PROGRAM, WEST SACRAMENTO	CLASS TITLE Environmental Services Intern
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Environmental Program Manager, the incumbent performs diverse tasks in support of gray wolf conservation and management. Duties include assisting with surveys and other field work, compiling and analyzing biological data, assisting with grant and permitting activities, and a variety of administrative tasks.	

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:
20%	**Wildlife Surveys and Field Work:** Assist with and conduct ground-based surveys and efforts to document the distribution of wolves and other carnivores. This includes field surveys (for tracks, scat, prey remains, beds, howls, and other sign), the use of camera traps, and the use of handheld telemetry and other equipment. Document information collected through hand-written or electronic field notes and datasheets. Assist with wolf capture planning and implementation. These tasks may involve working with regional staff, as well as travelling to various parts of the state. This task requires regular field work, driving a state vehicle to in-person meetings, including overnight travel and camping in remote areas.
20%	**Grant and Permitting Support:** Receive, organize, track and help evaluate applications for wolf-livestock compensation grants and injurious harassment memorandums of understanding (MOUs). Prepare associated documents. Track the status of applications in spreadsheets and/or databases. Communicate with applicants, partners, administrative staff, and fiscal services staff to coordinate the issuance of grants and MOUs. This task requires regular in-person work at the position's designated headquarters.
20%	**Data Management and Analysis:** Review and archive camera trap images and identify wildlife species. Process and archive scats and other material collected in the field. Enter field and office data into databases and check for errors. Assist with compiling and summarizing survey data and the preparing project reports and updates. This task requires regular in-person work at the position's designated headquarters.
15%	**Sighting Report Investigations and Non-Lethal Deterrence Tool Deployment and Maintenance:** Assist with the investigation and compilation of reported wolf sightings and other public inquiries, including following up with reporting parties. Assist with the deployment of non-lethal wolf-livestock depredation deterrence measures and equipment. Maintain deterrence equipment and keep an accurate inventory of the status and location of that equipment. This task requires regular in-person work at the position's designated headquarters.

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.)
15%	**Administrative Support:** Assist with the preparation of equipment purchase orders, the preparation of statewide reporting and documentation, the delivery and collection of sample and equipment between regions, and items for website distribution. Collaborate with and assist staff from the Wildlife Forensics Lab assisting with processing and organizing wolf genetic samples. This task requires regular in-person work at the position's designated headquarters. **NON-ESSENTIAL FUNCTIONS:** Prepare monthly reports such as time sheets, travel expense claims, mileage logs, and complete other routine administrative tasks. Communicate regularly with the lead person about the completion of work tasks and to provide recommendations to improve the efficiency, accuracy, and precision of survey data. Receive training on survey methods. Assist with field equipment maintenance and inventory. Attend training as needed to enhance performance in the position and contribute to Wildlife Diversity Program goals and objectives. **WORKING CONDITIONS**: This position may require extensive time in the field driving on dirt roads, using 4WD drive vehicles and ATVs, and hiking in steep and rugged terrain under adverse weather (up to 20% travel) required. Position requires ability to lift 40 pounds, as well as physical strength and agility to hike with a backpack and/or other gear and to build and remove temporary fencing. The position may require irregular work hours including weekends and holidays. Overnight travel (up to 20%) and camping may sometimes be required. This position involves regular work in an office setting that includes extensive use of a computer. Periods of sitting, standing, and walking in the office are required, as is the attendance of in-person and online meetings. A valid driver's license is required to operate state vehicles. This position may be required to sometimes wear a uniform.
10%	

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME Pete Figura, Environmental Program Manager	**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**