

PROPOSED

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

CURRENT

NCR 19-048/049

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-261-0835-905
UNIT NAME AND LOCATION Interpretive Services, Rancho Cordova	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the Fish and Wildlife Interpreter III, the Scientific Aide performs the following duties at Nimbus Hatchery and on CDFW lands:

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.)
40%	<p>ESSENTIAL FUNCTIONS:</p> <p>Public Services - Nimbus Hatchery Conduct and compile surveys on scientific and conservation information, demographics, and overall satisfaction of resource users; tabulate statistics. Research trail materials, native plants species, exhibits, canopies and scientific panels. Compile resource user data and survey results for annual reports. Prepare and maintain fisheries specimens. Staff visitor center. Observe fish spawning and rearing practices; provide scientific information (salmon/river biology and ecology, hatchery operations and purpose/benefit, fisheries management, role of DFW, public conservation) to public through demonstrations and roving contacts at the hatchery grounds and adjacent river trail; maintain public use facilities/grounds; clean displays and exhibits; organize and stock publications. Assist with planning and conducting special programs and science education projects (such as Tot Time and Invasive Species Week).</p>
25%	<p>School Services Lead guided school science education tours at visitor center and on CDFW lands using scientific information and specimens, visual and other aids. Read scientific reports and manuals and attend trainings in preparing for tours. Assist with development, administration, conducting and set-up/clean-up of Nature Bowl youth science education program.</p>
20%	<p>Public Services - Field Sites Plan and conduct tours for the public on CDFW and partner lands; provide informal interpretation and assistance to visitors on CDFW lands; conduct research on site features, wildlife and plant specimens, and natural history and prepare materials and visual aids for use with the public.</p>
10%	<p>Community Outreach Set up, conduct and take down/store materials for outreach events in the community. Research information on demographic groups for developing and advancing outreach efforts. Prepare and maintain scientific specimens for use. Keep records on booth users. Maintain storage area.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS: Perform administrative tasks, shuttle vehicles for servicing, assist with distribution of brochures and flyers, complete career development activities and trainings.</p>

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	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Familiarity with the fundamentals of fish and wildlife management and ecology and general concepts principles involved in the departmental assignment.</p> <p>Ability to: Read, write and speak English at a level required for successful job performance; organize work and reason logically; analyze situations accurately; collect data in the laboratory and/or field; make and record accurate laboratory and field observations; summarize and analyze laboratory and field data; and write clear, brief reports; rapidly learn to identify fish, wildlife, invertebrates and/or plants; work independently with a minimum of supervision; understand fish and wildlife regulations and explain their purpose to the public; maintain and repair specialized equipment in the field or shop; establish and maintain cooperative relationships with those contacted in the course of the work; follow directions; use computer equipment effectively; gain experience in the methods and ethics of professional conduct and practices.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Willingness to work irregular hours including weekends and holidays and to travel in performing field work throughout the State; willingness to do routine work in order to learn; interest in and aptitude in the work.</p> <p>Special Physical Characteristics: Physical strength and agility; ability to lift 40 pounds.</p> <p>Additional Desirable Qualifications: Good driving record; additional course work or experience in interpretation or education; interest in and knowledge of fishing, hunting or studying fish, wildlife, invertebrates or plants; experience in hiking, fishing, and maintaining or repairing equipment; interest in a career in biology or fish wildlife.</p> <p>WORKING CONDITIONS: Ability to complete office tasks that require sitting, standing, and walking to other locations; attend meetings and conference calls. The position requires spending extended periods of time outdoors in potentially inclement weather. A valid California Driver's license is required in order to drive to project sites and may require travel of up to three or more hours each way including overnight travel, early mornings and late nights. The position requires the incumbent to wear a uniform identifying the employee as CDFW staff.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME Laura Drath	SUPERVISOR'S SIGNATURE	DATE
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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
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