

**DUTY STATEMENT**

DFW 242A (REV. 07/18/22)

**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.*

<b>INSTRUCTIONS:</b> 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 WLD/ WLB/ HQ/ West Sacramento	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905
UNIT NAME AND LOCATION Upland Game Unit, West Sacramento	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 Senior Environmental Scientist Supervisor of Upland Game, the activities of this position are focused on seasonal field activities as established in the Federal Aid agreement with the Fish and Wildlife Service for Waterfowl. Duties include trapping and banding ducks and geese, staffing check stations for data collection on geese, monitoring radio-marked geese, data entry, equipment maintenance and other assigned duties. Field activities may require overnight travel and occasional strenuous physical activity in variable weather conditions.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
	<b><u>ESSENTIAL FUNCTIONS:</u></b>
30%	<b>TRAPPING AND BANDING WATERFOWL FIELD WORK:</b> Trapping and banding waterfowl species with the aid of rocket nets on state and federal wildlife areas. Positions will be required to determine age and sex of ducks by feather characteristics, based upon criteria developed by Fish and Wildlife Service. Safely and humanely, handle ducks and geese in diverse habitats including cornfields, levees, and wetlands and place band on trapped bird leg.
25%	<b>CHECK STATION FIELD WORK:</b> Obtain measurements or tongue samples from hunter-harvested white-fronted geese that come through Sacramento and Delevan National Wildlife Refuge check stations. Requires handling hunter-harvested geese and ducks, maintaining accurate records on data sheets, and obtaining avian influenza samples from hunter-harvested birds.
20%	<b>TRACKING GEESE:</b> Tracking radio-marked individual geese via truck and or DFW airplane on national wildlife refuges and surrounding public roads. Collect accurate records of locations, time, day, and observation of geese, maintain radio-tracking equipment, safely operate vehicles during radio-tracking, and coordination with other agencies.
15%	<b>DATA MANAGEMENT:</b> Data entry of banding and goose measurements, maintain accurate records on trapping occasions, coordination with other agencies regarding trapping/monitoring activities. Clean and maintain trapping and marking equipment and vehicles.
	<b><u>NON-ESSENTIAL FUNCTIONS:</u></b>
10%	<b>ADMINISTRATION:</b> Administrative: Complete timesheets, file CalAters expense claims, training, develop purchase orders, and conduct other administrative tasks as assigned.

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	<p><b>Special Personal Characteristics:</b> Good time management skills. Good driving record; willingness to work irregular hours including weekends and holidays and to travel performing field work throughout the State; willingness to do routine work; interest in and aptitude in the work; willingness to wear a uniform.</p> <p><b>Interpersonal Skills:</b> Must possess good communication skills, get along well with others and work in small groups or independently for extended periods of time. Ability to interact with the public and maintain a high level of professional integrity.</p> <p><b><u>WORKING CONDITIONS:</u></b></p> <p>Incumbent may need to drive for as many as 8 hours. Work hours can be long and irregular, including early mornings, evenings, and weekends. Field work may include strenuous physical activity in variable weather conditions.</p>	
<p><b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b></p>		
<p><b>PRINT SUPERVISOR'S NAME</b> Daniel A. Skalos</p>	<p><b>SUPERVISOR'S SIGNATURE</b></p>	<p><b>DATE</b></p>
<p><b>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.</b></p>		
<p><b>PRINT EMPLOYEE'S NAME</b></p>	<p><b>EMPLOYEE'S SIGNATURE</b></p>	<p><b>DATE</b></p>