## STATE OF CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE DUTY OF A TEMPLET

DUTY STATEMENT FW-PERS-242A (REV. 2/14)



## ☐ CURRENT

WLB 19-039

		· WLB 19-03 <b>9</b>
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 Wildlife & Fisheries Division		POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Wildlife Branch/Lands Program/West Sacramento		class title Fish and Wildlife Scientific Aid
INCUMBENT		CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS  Under the supervision of the Environmental Program Manager for the Lands Program, the Fish and Wildlife Scientific Aid is responsible for assisting a Senior Environmental Scientist (Spec.) with the processing and review of herbicide use requests for vegetation management programs conducted on CDFW-managed lands and facilities. Additionally, the position will assist with coordinating an annual integrated pest management seminar, and help to collect, enter, analyze, and report on invasive species control and herbicide use data.		
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.)	
35%	ESSENTIAL FUNCTIONS:  Processing incoming herbicide use requests and herbicide use information from CDFW lands and facilities, including Wildlife Areas, Ecological Reserves and Fish Hatcheries. This involves a preliminary review of incoming information and data processing using Microsoft programs.	
30%	Assist the Senior Environmental Scientist Specialist with developing permit applications, reports, presentations, seminars, and publications pertaining to invasive species management on CDFW lands. Where herbicides are used, collect data on herbicide efficacy, and manage data on herbicides and invasive weeds.	
15%	Assist with sample collection for herbicide residues at aquatic sites. Help to maintain and report on data in compliance with water quality regulations.	
10%	Prepare written correspondence and initiate/receive/respond to phone inquiries.	
	NON-ESSENTIAL FUNCTIONS:	
10%	Perform miscellaneous office duties, including copying and filing. Attend meetings and prepare meeting notes.	
		e fundamentals of fish and wildlife management and nciples involved in the departmental assignment.
•	performance; organize work and a data in the laboratory and/or field observations; summarize and and	English at a level required for successful job reason logically; analyze situations accurately; collect make and record accurate laboratory and field alyze laboratory and field data; and write clear, tify fish, wildlife, invertebrates and/or plants;
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PERCENTAGE OF TIME PERFORMING DUTIES

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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; certification for SCUBA diving may be required.

## **DESIRABLE QUALIFICATIONS:**

Special Personal Characteristics: Responsible, with the ability to conduct work independently, thoroughly and with attention to detail. Use critical thinking when reviewing scientific literature, maintain organized data and written information, follow written and oral instructions, and use analytical thinking to formulate questions and attempt to solve problems when carrying out the functions listed above. Ask questions of supervisor as necessary. Use both positive and negative feedback in a constructive manner. Complete work by deadlines. Learn to use the computer programs most commonly used in this office if not already familiar with them (Word, Excel, and Outlook).

**Interpersonal Skills:** Works well in a team setting. Shows courtesy, respect and tact towards co-workers and members of the public.

WORKING CONDITIONS: Must be willing to work long, irregular hours, including early mornings, evenings, and weekends. Field activities may be strenuous physical activity in variable weather conditions. Office setting requires using computer keyboard at least several hours a day and involves sitting most of the time, but may involve walking or standing for brief periods. Lifting heavy and irregular items (up to 40 lbs.) and performing strenuous field and lab work are required. Must be able to safely operate a motor vehicle and equipment and be prepared to travel using a State vehicle. Must have a valid driver license. Must attend occasional meetings. In addition to working with West Sacramento-based staff, may interact with Regional staff and members of the public, mostly via e-mail and telephone.

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

PRINT SUPERVISOR'S NAME Kari Lewis, EPM I

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