

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.
	<p>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.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>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).</p> <p>Interpersonal Skills: Works well in a team setting. Shows courtesy, respect and tact towards co-workers and members of the public.</p> <p>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.</p>

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
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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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