

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.

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 South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-581-0835-905
UNIT NAME AND LOCATION Wildlife Program, San Felipe Valley WA	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT Vacant	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) for the Wildlife Management Program, and under the guidance of a lead Environmental Scientist, the incumbent will work in the South Coast Region and will perform the following duties:	

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> Assist with monitoring, maintaining, and repairing wildlife drinker systems (guzzlers), and drought related wildlife management needs in remote locations of San Diego County. Field work will include monitoring natural and manmade water sources used by Peninsular Bighorn Sheep, mule deer, and resident upland game within extremely remote desert, off-trail locations and mountainous terrain.
35%	Install, operate and maintain remote trail cameras at guzzlers and natural water sources. Use and maintain field equipment and field vehicles and participate in other drought related project activities as needed.
15%	The incumbent will compile, organize, and maintain databases and spreadsheets containing pertinent information on guzzler, natural water sources, and remote camera data into excel spread sheets.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Assist in administrative tasks, including tracking of time worked; preparing and submitting monthly time sheets and activity reports; cleaning, inspecting, and maintaining work vehicle; ordering equipment and supplies; filing, organizing, photocopying, phone calls, etc. Notify supervisor in advance of all leave and compensatory time-off requests except in emergencies or prior agreement. In addition, other appropriate duties assigned by supervisor or environmental scientist lead. Special Personal Characteristics: Willingness to do routine work and to be able to work independently in the field. Must be able to lift 40 pounds and health consistent with performing strenuous fieldwork and must not be allergic to bees. Interest and aptitude for wildlife conservation and working and hiking in mountain and desert terrain. Demonstrates independence, open-mindedness, flexibility, and tact. Interpersonal Skills: Ability to work independently and in a team setting.

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	<p>WORKING CONDITIONS: Designated Headquarters will be located at the San Felipe Valley Wildlife Area. Work will occur in the field throughout eastern San Diego County. Field work requires willingness to work irregular hours and long days, potentially on weekends or holidays, and travel/camping in remote off-trail locations. Temperature and weather extremes; working in environment with bees; hiking over steep, rocky, and uneven surfaces; and crouching and/or sitting for prolonged periods will be encountered in the performance of field work.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
<p>PRINT SUPERVISOR'S NAME Christine Thompson</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>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.</p>		
<p>PRINT EMPLOYEE'S NAME Vacant</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>