

**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 Central Region - Fresno	POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-0916-905
UNIT NAME AND LOCATION Wildlife Management, Fresno, Kings, Kern Counties	CLASS TITLE Fish and Wildlife Technician
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Wildlife Management Supervisor this position will support the needs of the Wildlife Management Botulism program in the Central Region.	

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%	<b><u>ESSENTIAL FUNCTIONS:</u></b> <b>Avian Rehabilitation:</b> Responsible for field operations related to the "duck hospital". Daily care of sick birds, including fluid flushes, injections, feeding, pen maintenance and cleaning. Intake of sick birds. Maintain detailed records of species, treatment type, sample collection and mortality rates of treated birds. Coordinate with volunteers and seasonal staff as needed to operate the duck hospital.
25%	<b>Disease Monitoring:</b> Provides direct support to ongoing botulism monitoring program. Surveys conducted on land and water to assess disease events. Travel by jet boat, airboat or vehicle to locate disease hotspots. Collection and identification of sick and dying birds. Transport and rehabilitation of sick birds. Collection and submission of lab samples for disease testing.
20%	<b>General Wildlife Management Support:</b> Assist Wildlife Management staff in conducting wildlife surveys and monitoring on Department sponsored or managed projects. Assist with capture and handling of various wildlife species. Identify plants and animals to species and record data accurately in the field.
10%	<b><u>NON-ESSENTIAL FUNCTIONS:</u></b> Perform routine maintenance and cleaning of Department-owned lands and equipment. Tasks include fence repair, construction, trash pick-up, cleaning of facilities, vehicle maintenance/cleaning, sign posting, and weed control. Assist with administrative tasks such as purchasing, copying, filing, and mailing.
	<b>Special Personal Characteristics:</b> Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work; willingness to live and work throughout the State, and work unusual hours and on Saturdays, Sundays, and holidays; willingness to do heavy manual labor, work in adverse weather conditions, and to wear a prescribed uniform; keenness of observation; tact; and reliability.

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<b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)	
	<p><b>Interpersonal Skills:</b> Ability to accurately collect and record data. Ability to engage, interact and communicate with staff and members of the diverse public with open-mindedness, flexibility, and tact.</p> <p><b>Working Conditions:</b> Ability to work long, irregular hours, including early mornings, evenings, and weekends. Ability to work on a boat for up to 8 hours continuously. Ability to lift up to 40 lbs. Willingness to wear appropriate PPE. Interact with regional staff, and members of the public via e-mail, telephone, and in person. Attend occasional meetings. Field activities may involve strenuous physical labor in variable weather conditions ranging from below freezing to 110+ degrees. Possession of valid driver license required. Ability to drive up to 8 hours. Wearing a uniform while working in public is required.</p> <p><b>NOTE: Frequent weekend and holiday work may be required.</b></p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<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>		
<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>