

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) 565-561-0835-905
UNIT NAME AND LOCATION Northern Lands Program, Orange County	CLASS TITLE Fish & 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 South Coast Region's (SCR) Lands North function and under the primary lead of the Education Specialist at Back Bay Science Center (BBSC). The incumbent will assist in scientific, education, and facility operations at the BBSC at the Upper Newport Bay Ecological Reserve (UNBER) located in Newport Beach, Orange County. The duties include the following essential functions:	

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
35%	Assist in the planning and facilitation of education programs and special events at the BBSC, UNBER, and within the local community. Assist with the development of educational and interpretive materials for these programs and assist volunteers, educators, and students in properly identifying and categorizing plants, fish, and wildlife found in the Reserve. Help develop and present interpretive/educational programs for school fieldtrips, facility tours, fishing programs, teacher workshops, and other related educational activities.
25%	Conduct regular maintenance activities of interior and exterior aquaria at the BBSC (including life support systems). This includes implementing and/or overseeing regular maintenance duties such as aquarium and associated equipment cleanings, water changes, water testing, feeding of marine life, equipment checks and minor repairs or replacement, creating and maintaining checklists and inventories, ordering equipment and supplies, organizing and tracking equipment and supplies.
15%	Organize and train volunteers to assist with BBSC projects, programs, aquarium maintenance. Monitor interns to assist with regular facility duties. Assist in training and scheduling volunteers for the collection of marine life, aquarium feeding/maintenance, and data sampling methods. Maintain volunteer paperwork and record hours for grant reporting purposes.
10%	Assist the Education Specialist, and occasionally the Reserve Manager, as needed in various aspects of field projects involving data collection, species and habitat protection, and/or restoration projects. Assist in developing and implementing computer software programs for data entry and record keeping, including event records for grant reporting.
5%	Develop and maintain reference library by categorizing marine life using photos, specimen collections, and related equipment and/or materials in the development of public support for California Department of Fish & Wildlife (CDFW) rules and regulations at the Reserve. Assist in creating and developing text to encourage environmental awareness using a variety of media sources which might include brochures, exhibits, signs, maps, identification guides, publications, press releases, and other media materials. Respond to public information requests and public phone calls relating to issues at the Reserve.

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<p>5%</p> <p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Track and facilitate maintenance schedules for the BBSC, this includes upkeep of facility, vehicles, equipment (including inventories), tracking and recording volunteer hours, submitting timesheets, and regular work duties.</p> <p>Prepare and submit monthly time sheet and activity reports. Notify supervisor in advance of all leave and compensatory time off requests except in emergencies or prior agreement. At the Department's expense with pre-approval, and on an as needed basis, acquire training related to duties at the Reserve. All other duties as required.</p> <p>Special Personal Characteristics: Must be able to lift 40 pounds and to be able to work independently in the field. Willingness to travel to conduct field surveys, occasionally overnight, and sometimes work long days and nights with irregular hours. Health consistent with performing strenuous fieldwork (i.e., hiking, wading, swimming). Must be able to swim and tread water for a minimum of 5 minutes.</p> <p>Interpersonal Skills: Ability to work well independently and as part of a team to accomplish tasks, ability to engage with stakeholders and the public for effective education, interpretation, and communication efforts; ability to work well with a variety of personalities and with persons of varied levels of wildlife conservation understanding.</p> <p>WORKING CONDITIONS: The office is located in Newport Beach, at the Back Bay Science Center. A willingness to work irregular hours, including nights, weekends or holidays and occasional travel to assist other team members, including working outdoors in inclement weather on uneven ground and on boats. <u>As a condition of employment</u>, the incumbent shall wear appropriate uniform for the various work situations within and outside the Region.</p>

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

<p>PRINT SUPERVISOR'S NAME Robin Madrid</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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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.

<p>PRINT EMPLOYEE'S NAME Vacant</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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