

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
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DFW DIVISION/BRANCH/REGION/OFFICE Northern Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-141-0835-905
UNIT NAME AND LOCATION Anadromous Fisheries Resource Assessment and Monitoring Program – Crescent City	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under supervision of the Anadromous Fisheries Resource Assessment and Monitoring Program Senior Environmental Scientist Supervisor, the incumbent is responsible for assisting in the collection of fisheries information and field data necessary to evaluate salmonid spatial distributions, population abundance and quality of aquatic habitats throughout coastal basins in Humboldt and Del Norte Counties of Northern California.

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> <u>Biological Data Collection</u> – Incumbent will assist in the sampling of juvenile and adult salmonids from populations located throughout coastal basins Humboldt and Del Norte Counties of Northern California. Activities may include trapping, spawning ground surveys, surveys of angler effort and catch, snorkel surveys, seining, weir monitoring, sonar monitoring, and general ecological assessments of fisheries and aquatic habitats. Incumbent may assist other projects on an as-needed basis.
25%	<u>Data Management and Processing</u> – Incumbent will assist in data entry, data quality assurance checks, and the production of summaries of biologic and ecologic data.
15%	<u>Preparation and Maintenance of Equipment</u> – Incumbent will assist in the inventory, organization, calibration, and maintenance of field equipment, inspect project vehicles and equipment regularly for safety hazards, report monthly mileage logs and maintenance needs. Incumbent will assist in the sourcing and procurement of needed field equipment.
10%	<u>Participation in Safety and Policy Training-</u> Incumbent will attend safety training and assist in the update of field project safety protocols. Incumbent will maintain current training in all required CDFW procedures and policies.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Incumbent will attend to administrative duties including completion of timesheets, Travel Expense Claims, and program administrative data entry. Special Physical Characteristics: Physical strength and agility to hike off trail on uneven terrain; ability to swim 50 yards, be comfortable in or around water, and stay afloat at least five minutes. Ability to lift and carry 40 pounds.

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	<p>Interpersonal Skills: Incumbent should have strong interpersonal communication skills, be able to follow direction from lead staff and work as part of a diverse team.</p> <p>WORKING CONDITIONS: Work is constrained to 40 hours per week and limited to a maximum of 1500 paid hours or 189 paid days in 12 consecutive months. 75% of work occurs outdoors in and around rivers and creeks. The remainder of the work occurs in office settings utilizing a computer or in a warehouse setting preparing and organizing equipment. Field work occurs in cold water streams and rivers during potentially inclement weather. Field data collection can last 10 hours or more on a given day. Sampling gear preparation and maintenance will take place in a shop/warehouse environment. Office work will entail sitting and standing at a computer workstation for portions of each day. Ability to operate 4-wheel drive vehicle and possession of a valid Driver's License is required. Willingness to wear a prescribed uniform.</p>		
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>			
<p>PRINT SUPERVISOR'S NAME</p> <p>Seth Ricker</p>	<table border="1"> <tr> <td data-bbox="894 785 1377 884"> <p>SUPERVISOR'S SIGNATURE</p> </td> <td data-bbox="1382 785 1523 884"> <p>DATE</p> </td> </tr> </table>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</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</p>	<table border="1"> <tr> <td data-bbox="894 1016 1377 1104"> <p>EMPLOYEE'S SIGNATURE</p> </td> <td data-bbox="1382 1016 1523 1104"> <p>DATE</p> </td> </tr> </table>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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