

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) 565-141-0762-021
UNIT NAME AND LOCATION Coastal Fisheries Program, Trinity River Project Weaverville, Trinity County	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the close supervision of the Senior Environmental Scientist Supervisor, this position performs field research, data collection, data entry, data quality assurance and control, analysis, and report writing for fisheries investigations in the upper Trinity River basin and South Fork Trinity River basin. The position is part of the Departments Trinity River Project and involves coordination with other members of the Project and other agency or Tribal partners. Incumbent will represent the Department in dealings with local, State, and federal governmental agencies, Tribal partners, conservation groups and private landowners, and review staff input into Scientific Collecting Permits, Incidental Take Permits, California Endangered Species Act (CESA) Memorandum of Understanding (MOU), and other permitting mechanisms. Contacts made in the course of this work are highly sensitive and involve a wide degree of interests. The level of consequence of error in applying the best available scientific knowledge, technical information, and policy may have highly significant and adverse consequences for private landowners, various governments, the public, the Department, Tribal partners, and trust resources, among others.

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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Monitoring, Management, and Reporting: Develop, plan, coordinate, conduct, and assist in leading technician staff and partner groups to implement field studies and ecological surveys of natural and hatchery salmon and steelhead within the Trinity River. Sampling methods include weir operations, raft-based surveys, electrofishing, seining, netting, snorkeling, trapping, direct observation, wading, walking stream surveys, etc. Initiate contact with landowners to obtain surveyor access. Coordinate compilation of data gathered by other researchers and agencies and establish and/or maintain necessary data stream for reporting. Develop, perform, lead, and maintain data entry, quality assurance/quality control protocols, and manage databases for field survey data. Perform data entry, quality assurance and control, analysis and interpretation of survey data and prepare administrative reports, summaries or peer-reviewed scientific reports and papers for publication. Purchase, fabricate, and/or maintain project equipment. Conduct fish capture and relocation for implementation of fish passage and habitat restoration projects. The incumbent will perform Junction City Weir operations, the mainstem Trinity River salmonid carcass/redd surveys and coordinates study design, field scheduling, data collection and storage, and analyses with State, federal and Tribal partners. The incumbent designs a sampling program to evaluate spawner distribution and abundance in selected Trinity River Basin tributaries and will present findings at technical meetings and provide</p>

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35%	<p>expertise for developing habitat restoration recommendations. Will be responsible for production of the annual mainstem Trinity River carcass/redd survey report in collaboration with partner agencies/tribes. Assist in leading summer dive surveys in the South Fork Trinity River and will maintain a long-term data set and generate associated reports. The incumbent will, with other agencies and tribes, participate in similar dive surveys on the New River, North Fork Trinity River, and Canyon Creek. Responsible for writing the annual South Fork Trinity River survey report.</p> <p>Communication, Coordination, and Outreach: Establish and maintain communication and working relationships with State, federal, tribal, and non-governmental organization partners. Respond to public inquiries regarding fisheries and aquatic resources in the Trinity River basin. Give public presentations to schools, professional societies, service organizations, fairs, and at conferences, intra and interagency meetings, or public information meetings, etc. on subjects such as fishing, conservation, environmental regulations, threatened and endangered aquatic species recovery, and research and/or reports and publications. Respond to media inquiries and requests for interviews. The incumbent will act as a liaison between the Department and other project cooperators including the Hoopa Valley Tribe, Yurok Tribe, U.S. Fish and Wildlife Service, U.S. Forest Service, Trinity River Restoration Program, Trinity County, and the general public.</p>
15%	<p>Administrative Duties: Responsible for various administrative duties including reviewing work logs and time expenditures for seasonal staff, purchasing equipment and office supplies for project use, vehicle maintenance, tracking monthly expenditures, completing monthly travel logs, timesheets, expense claims and ensuring compliance with Department safety guidelines and mandatory trainings. Assist in office management including safety inspections, landlord contacts, purchasing, equipment maintenance and inspection and contract needs.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Professional Development: Implements Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature. Conduct original and pertinent research related to environmental resources.</p> <p>Interpersonal Skills: Team player, good communication skills, willingness to take on new/changing assignments, ability to work with public constituents, tribal members, and government agency representatives; work harmoniously in hybrid work environment.</p> <p>WORKING CONDITIONS: Ability to use a computer and standard word processing software. Ability to maintain a valid California Driver's License. This is a field-oriented position that will be working in temperature extremes (25 -105 F), working in and around flowing water using wet/dry suits in rugged and remote areas. Use of 4-wheel drive and all-terrain vehicles, rafts, fisheries sampling equipment such as backpack electrofishers, seine nets, traps, etc. is required. The ability to lift 50 lbs. and swim 100 yds. unassisted is required. 50% of time will be spent indoors attending meetings, processing emails, phone calls, and documents; spend the other approximately 50% of time outdoors in rugged terrain, hot and freezing conditions, experiencing biting insects, and some overnight camping. Attend meetings and hearings, work with staff statewide to complete work assignments. Some travel is required. Work overtime as necessary. Required to wear a uniform as directed and in accordance with Department guidelines.</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Morgan Knechtle		
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