

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 Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-4708-905
UNIT NAME AND LOCATION Lands Program, West Sacramento	CLASS TITLE Environmental Services Intern
INCUMBENT	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 Land Management Planning and Resource Assessment, the incumbent assists with preparation of Land management Plans for California Department Fish and Wildlife (CDFW) Wildlife Areas and Ecological Reserves. Duties include organizing background information and environmental documentation, compiling biological resource data, summarizing information in graphics and tables, participating in meetings and workshops, and preparing written reports.

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>
40%	<u>Compiling and Summarizing Information</u> Assists Headquarters Lands Program, Regional Lands staff, and contractors with the preparation of Land Management Plans, including associated inventory and environmental documents, for CDFW Wildlife Areas and Ecological Reserves. Compiles and organizes background information from property files, reports, and field data. Prepares written summaries, graphics, tables, and reference citations.
30%	<u>Meeting and Workshop Support</u> Provide support for CDFW, tribal, stakeholder, public, and interagency meeting and workshop preparation, participation, and follow-up. Prepares contact information and written correspondence, including meeting notices, notes, and responses to public comments. Attends meetings with Regional CDFW staff and contractors, occasionally in the field. Assists in updating CDFW web pages relevant to land management plans.
25%	<u>Collaboration</u> Facilitates collaboration between Headquarters Lands Program staff, Regional Lands staff, project partners, and contractors through circulating requests for reports of data, clarification of information provided when necessary, and the review of written, graphic, and tabular products. Follow-up regularly to obtain collaboration needed to complete the Land Management Plans.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Performs general administrative duties, performs routine administrative tasks and reporting, including tracking of time worked and prepares and submits timesheets and travel expense claims; participates in staff and other meetings; attends career development and training opportunities; copies, scans, files, and improves ADA accessibility of documents.

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	<p>DESIRABLE QUALIFICATIONS:</p> <p>Skills: Good analytical, interpersonal, public presentation, communication, and writing skills; routine use of computer programs including word processing, spreadsheets, databases, geographic information systems, and on-line sourcing of information; coursework or experience in biological or ecological sciences such as wildlife, botany, fisheries, or invertebrates; good driving record.</p> <p>Special Personal Characteristics: A high degree of personal initiative, dependability, professionalism, and integrity. The incumbent is open to feedback on performance; able to adapt to changing challenges; and demonstrates empathy and openness towards other's viewpoints. Willingness to work irregular hours.</p> <p>Interpersonal Skills: Demonstrated ability to work independently and in team settings; communicate politely, tactfully, and firmly as necessary with members of the public; have effective listening skills; follow directions precisely; excellent time management and organizational skills; and work effectively in a diverse work environment.</p> <p>WORKING CONDITIONS: May work from either CDFW West Sacramento office or from a home office, congruent with CDFW Telework Policy. Office setting requires using a computer keyboard at least several hours per day, and involves sitting most of the time, but may involve walking or standing for brief periods. Attend meetings in person and virtually. Ability to conduct biological resource work in the field, travel throughout the state (including overnight travel), work non-standard hours, and wear a prescribed uniform when working on CDFW lands or participating in public meetings. Possession of a valid driver's license and drive up to 8 hours per day.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME Lisa Fields</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>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>