

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 & organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-461-0835-905
UNIT NAME AND LOCATION Lands - Fresno	CLASS TITLE Scientific Aid
INCUMBENT N/A- Temp help hours	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 (Supervisory), this incumbent will perform the following duties:	

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.)
40%	<p>ESSENTIAL FUNCTIONS:</p> <p>Assist in conducting plant and animal surveys and research projects on Department-owned lands. May involve, some live-trapping and handling of endangered animals, camera trapping and baiting of camera traps and other techniques.</p>
30%	<p>Assist Environmental Scientists in a broad range of office tasks related to endangered species research projects and conservation planning. Create, organize and maintain data files and summarize data. Assist in document preparation, library research, and computer searches. Prepare, label, and organize field equipment and specimens. Download electronic data for research assistance. Enter and quality-check data. Incorporate site data from GIS layers. In coordination with lead persons, assist with performing various data analyses.</p>
20%	<p>Perform routine maintenance on Department-owned lands such as fence repair and construction, trash pick-up, sign posting, and weed control. Represent the Department during public interactions. Must be willing to assist in application of chemical treatments (herbicide, pesticide).</p>
10%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Perform administrative tasks such as vehicle and equipment maintenance, purchasing assistance, copying, and filing; in-service training.</p> <p>Special Personal Characteristics:</p> <p>Good driving record; additional course work or experience in biological or chemical sciences; interest in and knowledge of fishing, hunting or studying fish, wildlife, invertebrates or plants; experience in camping, boating, and maintaining or repairing equipment; interest in a career in biology or fish and wildlife.</p> <p>Interpersonal Skills:</p> <p>Ability to work independently and in a team setting.</p>

DUTY STATEMENT

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.)	
	WORKING CONDITIONS: Must be able to work in adverse weather and uneven terrain. Some overnight travel may be required.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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