

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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-381-0762-905
UNIT NAME AND LOCATION Wildlife Management Program – Santa Rosa, CA	CLASS TITLE Environmental Scientist
INCUMBENT VACANT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
Under close supervision of the Senior Environmental Scientist (Supervisory) for the Wildlife Unit, the incumbent is responsible for providing dedicated support to the North San Francisco Bay Black Bear, Statewide Black Bear Conservation Plan and Integrated Population Model (IPM) and Region 3 Big Game Survey Projects in the Bay Delta Region. The position may serve as Lead Person to temporary staff for resource assessment and management activities.	

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> DEMOGRAPHIC AND SPATIAL ANALYSIS: Assist with conducting capture efforts to mark animals for analysis of movement, vital rates, recruitment, and population changes for wildlife species. Use current technology, including radio telemetry and global positioning satellite (GPS) transmitter collars to quantify geographic distribution. Capture bears using culvert type and other box or cage traps, and fit and deploy wildlife collars equipped with GPS that will collect data over multiple years. All captured and collared wildlife will be assessed for physical condition and standardized morphometric measurements recorded, have blood drawn for disease analysis and genetic archiving. Install and maintain camera arrays for determining den sites and cub recruitment. Coordinate and guide efforts by Department field staff, contractors, seasonal staff, and volunteers assisting with surveys and captures. Collect and use GPS and geographic information system (GIS) data for informing model distribution and habitat use and selection. Use results of analyses to make recommendations for informing program decisions. Complete and provide training in these and other areas as needed.
30%	ABUNDANCE ESTIMATION: Assist with conducting and analyzing the results of captures and surveys (e.g., ground surveys, remote cameras, or captures) throughout the region. Prepare reports and make written and oral presentations related to the population status and trends. Coordinate with Department and Bay Delta staff on similar other projects and objectives within the Wildlife Program.
20%	ADMINISTRATIVE DUTIES: Coordination with landowners, counties, state, and other agencies for permissions to access and conduct trapping efforts on their land. Participate in project equipment maintenance for gear used in the projects and other duties as required for the success of the Bay Delta Wildlife Program. Write funding proposals, reports, publications, and intra-departmental documents in support of the program. Track equipment for monitoring efforts, maintain vehicles and other equipment, and coordinate activities with personnel in the Region. Maintain records and assist regional management and staff as required.

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<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked, purchase orders, maintenance of equipment, and associated records. Attend career development, training programs, and professional seminars or conferences as appropriate to contribute to the achievement of the Wildlife Program's goals and objectives.</p> <p>Special Personal Characteristics: Physical strength and agility; and ability to lift 40 pounds; hiking in uneven and rugged terrain. Demonstrated ability to: work independently; be highly dedicated and strongly self-motivated. Strong written and verbal communication skills are necessary. Ability to qualify to use a firearm, hazing and other equipment used for wildlife captures (e.g., chemical immobilization) to safely conduct studies. Skill to accurately collect, record, and/or analyze biological data in the field; think quickly, problem-solve, and respond to fast-changing situations involving dangerous or imperiled wildlife; maintain composure during high-pressure situations; and use computer programs (Microsoft Word, Excel, Outlook, Access). Able to develop in-depth knowledge of Departmental programs and required policies.</p> <p>Interpersonal Skills: Ability to respond positively and proactively to challenges, successfully engage, interact and communicate with staff, stakeholders, and diverse publics, excel in a collaborative setting to address conflicts and/or passionate opposing views, show courtesy, respect, and tact towards others; value collaboration and others' contributions in the workplace. Skill to develop knowledge in coordinating and complying with requirements of internal programs (e.g., Wildlife Health lab).</p> <p>WORKING CONDITIONS:</p> <p>Must be willing to work long, irregular hours, including early mornings, evenings, and weekends. Ability to use a computer keyboard in a sitting and/or standing position several hours a day. Ability to lift heavy and irregular items up to 40 pounds. Will interact with regional and branch staff, and members of the public via e-mail, telephone, and in person using best practices. Must attend periodic meetings. Required to wear a CDFW uniform on a regular, continuing basis. Field activities may involve strenuous physical activity in variable weather conditions. Field conditions will seasonally differ; data management may occur during inclement weather or when data needs to be completed to aid analyses. Possession of valid driver license required. Ability to drive a motor vehicle up to 8 hours. Must be vaccinated against rabies virus and maintain adequate current antibody titer or willing to receive pre-exposure rabies vaccinations. Must feel comfortable with potential close contact with imperiled and/or confined wild animals. Must complete mandatory wildlife capture training and firearms training within 6 months of hire. This is a full-time, limited term position for up to 12 months. The position may be extended to a maximum of 24 months.</p>

<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</p> <p>John Krause, Senior Environmental Scientist (Supervisory)</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>VACANT, Environmental Scientist (Limited-Term)</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>