

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 Central Region/ Lands/ Los Banos Complex	POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-4708-905
UNIT NAME AND LOCATION	CLASS TITLE Environmental Services Intern
INCUMBENT Los Banos Wildlife Area Complex (LBWAC)	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-481-4708-905

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the Senior Environmental Scientist (Supervisory) T&D, the incumbent will perform the following duties: collects waterfowl hunting data and supports staff with GIS mapping at the Los Banos Wildlife Area. The incumbent also conducts biological surveys following established protocols on various DFW properties within the LBWAC. Incumbent is also available to respond to region-wide to avian die off events.

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.)
35%	<p>ESSENTIAL FUNCTIONS: Collect data on hunter take at DFW operated hunter check station. Make daily, weekly and seasonal reports on collected data. Conduct biological surveys following established protocols on various DFW properties within the LBWAC. Enter and manage data, assist in statistical analysis and report writing associated with biological monitoring. Conduct mortality surveys for waterfowl and other target species on established routes throughout the Grasslands Ecological Area.</p>
35%	Support permanent staff performing GIS mapping of invasive weed populations and sensitive species populations. Perform maintenance tasks on the wildlife area complex including planting and irrigating wildlife food crops, controlling invasive weeds, operating small equipment to mow roadways, habitat etc. Assist with water level management of wetland habitat
15%	Respond to Avian die off events as needed within the DFG Central Region, package and ship birds for lab testing, fill out any required associated reports or paperwork involved
10%	<p>NON-ESSENTIAL FUNCTIONS: Assist with manual labor tasks such repairing wildlife area boundary fences, replacing boundary signs, cleaning irrigation ditches, trimming trees along roadways, stocking and cleaning public use self-registration booths, collecting trash, painting buildings, washing vehicles and tractors as needed and assisting other staff with minor repairs and servicing of equipment.</p>
5%	Attend meetings and training.
	<p>DESIRABLE QUALIFICATIONS: 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>Special Physical Characteristics: Physical strength and agility; ability to swim 50 yards and stay afloat at least five minutes; and ability to lift 40 pounds.</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.)
	<p>Special Personal Characteristics: Valid driver's license and good driving record; ability to interact and work with the public. Willingness to perform varied manual tasks; be dependable and punctual. Willingness to work irregular hours including weekends and holidays and to travel in performing field work throughout the State; willingness to do routine work in order to learn; interest in and aptitude in the work; willingness to wear a uniform.</p> <p>Interpersonal Skills: Comfortable interacting with members of the public and working with diverse people in a dynamic work environment; able to focus on long involved tasks such as data entry and be willing to deal with dirt, mud, dead animals, animal blood/feces, and steps necessary to properly clean and store equipment.</p> <p>Additional Desirable Qualifications: Ability to multi-task; adapt to changes in priorities and complete tasks or projects with short notice; ability to organize, prioritize and follow verbal or written instructions and directions and the ability to concentrate in order to meet goals and deadlines. .</p> <p>WORKING CONDITIONS: Must be able to swim, walk through deep mud and thick vegetation, work on steep or uneven terrain, in extreme weather and under physically challenging conditions. Must be able to work odd hours/days (weekend work will be required) and be capable of driving a State-owned vehicle. Must wear Department uniform. Must possess valid Driver's License and be able to safely and effectively operate UTVs, as well as tow trailers. Workdays are limited to 189 days within a 12-month period beginning with the date of hire. Manual labor and cleaning will be required. Data entry will be required.</p>

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
------------------------------	-----------------------------	-------------