

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Fish and Wildlife Scientific Aid		DWR POSITION NUMBER 0360-0835-900	SAP POSITION NUMBER 50000406	MCR 1
APPOINTEE Vacant		SAP PERSONNEL NO.	DIVISION/SECTION DISE/Aquatic Ecology	
COLLECTIVE BARGAINING IDENTIFIER				
<input type="checkbox"/> Management Related BU:	<input type="checkbox"/> Supervisory Related BU:	<input type="checkbox"/> Confidential Related BU:	Rank and File BU: R11	
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Nicole Kwan	SUPERVISOR'S CLASSIFICATION Senior Environmental Scientist (Supv)	
APPROVED BY (Personnel Analyst's Name) C. Huber			DATE 07/03/2024	
<i>Percent of Time</i>	<i>Activity</i>			
	<p>POSITION SUMMARY</p> <p>Under close supervision and in accordance with the detailed instructions of a lead person, the incumbent will participate in the collection and maintenance of data related to fish, invertebrate, water quality, and other ecological information for the Sacramento-San Joaquin Delta and Yolo Bypass.</p> <p>ESSENTIAL FUNCTIONS</p> <p>This position requires that the incumbent follow Department of Water Resources policies and procedures, work cooperatively with others, contribute to a safe and inclusive workplace, maintain regular, consistent, predictable attendance, exercise good judgment, and follow Department safety policies. The specific essential functions are:</p>			
35%	<p>As a member of a team, conduct juvenile fish sampling and lower trophic sampling in the Yolo Bypass according to standard protocols. Typical activities for juvenile fish sampling include rotary screw trap operation and sampling with beach seines. Typical work for lower trophic sampling includes deploying zooplankton and macroinvertebrate nets, collecting water samples, and use of water quality measurement equipment. This work will involve extensive fish identification, working aboard or around boats to collect samples, and driving over rugged terrain to sampling locations, sometimes in inclement weather conditions.</p>			
30%	<p>As a member of a team, conduct adult fish sampling in the Yolo Bypass and other regions of the Sacramento-San Joaquin Delta. Sampling methods include a fyke trap and beach seines and may require working full days aboard boats. This work will require accurate fish identification, use of water quality measurement equipment, and collection of samples according to established protocols. This task will also involve driving over rugged terrain and in inclement weather conditions, to sampling locations.</p>			
SUPERVISOR'S STATEMENT:		I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Nicole Kwan		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.		
EMPLOYEE'S NAME (Print) Vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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<i>Percent of Time</i>	<i>Activity</i>		
15%	<p>Perform data entry, including maintenance of MS Access and Excel databases and user testing of new data systems. Perform quality assurance/quality control measures as directed. Summarize data for reports and assist in data analyses as necessary.</p>		
10%	<p>Process and sort field samples in the laboratory. This includes preparation of samples for long-term storage according to established protocol and under the direction of a lead person, and submission of biological and chemical samples to partnering laboratories for analysis. Also includes dissection of fish for coded wire tags, genetic samples, and/or diet contents.</p>		
10%	<p>Under the direction of a lead person, utilize MS Office Suite and R statistical software in preparation of information for draft reports such as the Yolo Bypass Annual Reports or technical presentations at scientific conferences and workshops. The work may involve conducting literature reviews, creating data tables, charts and graphs, and/or draft report sections and assembling sections into an organized document.</p>		
	<p>SPECIAL REQUIREMENTS</p> <p>Field sampling may require traversing uneven terrain and boat activities in rugged outdoor environments and in inclement weather. Must possess a valid California driver's license.</p> <p>Must be able to meet the demands of field sampling in terrestrial and aquatic habitats, including: swim at least 50 yards and stay afloat at least 10 minutes, work on boats without severe incapacitation due to seasickness, and transport equipment or objects weighing up to 50 pounds, with assistance. Weekend, night, irregular, holiday, and extended work hours may be required during study implementation periods.</p> <p>The incumbent is expected to be courteous and provide timely responses, follow through on commitments, and to solicit and consider internal staff input when performing their duties.</p> <p>All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, an experiences, and is free from discrimination.</p> <p>The Department of Water Resources (DWR) is committed to its mission and employees; and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered or remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered is essential to the successful performance on this position.</p>		