

**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.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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CDFW DIVISION/BRANCH/REGION/OFFICE <b>NORTHERN REGION</b>	POSITION NUMBER (Agency-Unit-Class-Serial) <b>565-184-0902-504</b>
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UNIT NAME AND LOCATION <b>Lands and Wildlife Program – Eureka, CA</b>	CLASS TITLE <b>Wildlife Habitat Supervisor II</b>
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INCUMBENT <b>Vacant</b>	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
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**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS**

Under direction of the Senior Environmental Scientist (Supervisor), the incumbent directs the operations of the North Coast Wildlife Area Complex (staffed and unstaffed lands) in Del Norte, Humboldt, and Mendocino counties. The incumbent exercises a high degree of initiative and judgment in analyzing complex situations and acts on them; applies knowledge of and effectively implements land management activities; policy implementation; preparation of budgets, funding and land management plans and administration; employee, equipment, and facility safety; supervision of employees including approving timesheets, approving travel expenses, etc. Knowledge of the Department's and incumbent's role in Equal Employee Opportunity and other personnel management practices, policies, and programs. Successful performance of these activities requires general knowledge of State and federal environmental laws, rules, regulations, and requirements related to permitting land management activities. Work in this position is characterized by effective communication skills (both internally and externally) involving regular negotiations covering a broad range of environmental and political issues and a wide range of public groups interested and associated with the Department's land management activities. A high degree of personal initiative and leadership is expected.

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
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40%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>WILDLIFE AREA MANAGEMENT AND SUPERVISION</b> Supervise operations of the North Coast Wildlife Area Complex including preparation of annual work plans and operation budgets, writing reports, training personnel, supervision of employee activity, evaluating employee performance, interviewing, and selecting temporary employees, preparing appropriate personnel documentation necessary to fill vacant and/or proposed positions, approving timesheets, travel, and travel expenses. This position assists in meeting the goals and objectives of the North Coast Wildlife Area Complex (protection, enhancement, and restoration of coastal wetlands) through the preparation of management plans, local, State, and federal permit and lease applications and/or reports. Provide first line supervision to permanent and temporary staff on North Coast Wildlife Areas as well as inmate crews and volunteers. Maintenance and repair of vehicles, equipment, buildings/facilities, and operation of heavy equipment and tools. Maintain records of maintenance, BIT inspections, and repair activities. Act as site safety officer to implement the specific details of the facility health and safety program. Achieve management objectives for wetland habitat, including but not limited to implementation and monitoring of riparian restoration; wetland enhancement; water management; maintenance and enhancement of habitats for special status species, conduct surveys for special status species; management of short form contracts; develop and oversee grazing programs, assist in the oversight and management of grazing leases; noxious weed removal; fence installation and repair; signage; building and facility maintenance.</p>
35%	<p><b>ADMINISTRATION</b> Prepare, review and/or approve requisitions, purchase orders, contracts, prepare and coordinate hunt plans for special pheasant hunts, California Environmental Quality Act (CEQA) documents and other documents necessary in the administration and operations of the North Coast Wildlife Area Complex. Prepare, oversee, and implement and review Federal and State grants.</p>

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15%	<p><b>COMMUNICATION</b> Compose letters and respond to public inquiries regarding recreational opportunities (special pheasant hunts, waterfowl hunting, angling, hiking, birding, etc.). Represent the Department at public meetings and develop and maintain a working relationship with public and private agencies, organizations and individuals concerned with Department activities.</p>
10%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>RESOURCE ASSESSMENT</b> Oversees the collection and maintenance of survey and other data, maintain records, and prepare reports for various fish and wildlife resources. Surveys include but are not limited to waterfowl, upland game, threatened and endangered species, special status plants and invertebrates.</p> <p><b>Interpersonal Skills:</b> Ability to work independently or in a team setting. Ability to communicate well with others and speak to the public and staff regarding past, current and future projects conducted on wildlife areas. Ability to work independently and react/respond appropriately to matters of concern in the field.</p> <p><b>WORKING CONDITIONS:</b> Position is headquartered in Eureka; incumbent will be available whenever possible to respond to Lands related questions received at the front desk. Subordinate staff are headquartered in the Eureka area and Crescent City (Lake Earl Wildlife Area). Must be able to conduct office work involving use of a computer keyboard for several hours a day, usually sitting, but may involve walking or standing for brief periods of time. Must be able to work unusual and/or long hours; occasional attendance at evening public meetings; spend time in the field assessing habitat conditions in adverse weather or terrain; walking in and through rural terrain; hiking over rough terrain with no vehicle access; operating a 4-wheel drive vehicle off highway, over rough terrain on a weekly basis; operate an all-terrain vehicle occasionally; operate heavy equipment and power tools. Incumbent will be expected to represent the Department at meetings and hearings held by various groups on a wide variety of topics. Additionally, occasional travel to meetings or other events throughout the region or State may be required. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting fieldwork and other public work duties. Possession of a valid Driver's License is required. State housing is not available.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
Shawn Fresz		

**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

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<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
CDFW DIVISION/BRANCH/REGION/OFFICE <b>NORTHERN REGION</b>	POSITION NUMBER (Agency-Unit-Class-Serial) <b>565-184-0903-XXX</b>
UNIT NAME AND LOCATION <b>Lands and Wildlife Program – Eureka, CA</b>	CLASS TITLE <b>Wildlife Habitat Supervisor I</b>
INCUMBENT <b>Vacant</b>	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
<p><b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b></p> <p>Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent assists in the operations of the North Coast Wildlife Area Complex (staffed and unstaffed lands) in Del Norte, Humboldt, and Mendocino counties. The incumbent is responsible for habitat development, and maintenance programs on Northern Region lands located Del Norte, Humboldt, and Mendocino counties.</p>	

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40%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>WILDLIFE AREA MANAGEMENT</b> Assist with operations of the North Coast Wildlife Area Complex including preparation of annual work plans and operation budgets, writing reports, training personnel. This position assists in meeting the goals and objectives of the North Coast Wildlife Area Complex (protection, enhancement, and restoration of coastal wetlands) through the preparation of management plans, local, State, and federal permit and lease applications and/or reports. Maintenance and repair of vehicles, equipment, buildings/facilities, and operation of heavy equipment. Maintain records of maintenance, Basic Inspection of Terminals (BIT) inspections, and repair activities. Act as site safety officer to implement the specific details of the facility health and safety program.</p>
30%	<p><b>COMMUNICATION</b> Compose letters and respond to public inquiries regarding recreational opportunities (special pheasant hunts, waterfowl hunting, angling, hiking, birding, etc.). Represent the Department at public meetings and develop and maintain a working relationship with public and private agencies, organizations and individuals concerned with Department activities.</p>
20%	<p><b>ADMINISTRATION</b> Prepare, review and/or approve requisitions, purchase orders, contracts, prepare and coordinate hunt plans for special pheasant hunts, California Environmental Quality Act (CEQA) documents and other documents necessary in the administration and operations of the North Coast Wildlife Area Complex.</p>
10%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p><b>RESOURCE ASSESSMENT</b> Oversees the collection and maintenance of survey and other data, maintain records, and prepare reports for various fish and wildlife resources. Surveys include but are not limited to waterfowl, upland game, threatened and endangered species, special status plants and invertebrates.</p> <p><b>Interpersonal Skills:</b> Ability to work independently or in a team setting. Ability to communicate well with others and speak to the public and staff regarding past, current and future projects conducted in the area. Ability to work independently and react/respond appropriately to matters of concern in the field.</p>

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	<p><b>WORKING CONDITIONS:</b>                  Position is headquartered in Eureka; incumbent will be available whenever possible to respond to Lands related questions received in the Eureka office. Must be able to conduct office work involving use of a computer keyboard for several hours a day, usually sitting, but may involve walking or standing for brief periods of time. Must be able to work unusual and/or long hours; occasional attendance at evening public meetings; travel occasionally; spend multiple days in the field assessing habitat conditions in adverse weather or terrain; walking in and through rural terrain; hiking over rough terrain with no vehicle access; operating a 4-wheel drive vehicle off highway, over rough terrain on a weekly basis; operate an all-terrain vehicle occasionally; operate heavy equipment and power tools; global positioning system (GPS) (occasionally), operate combination truck and trailer, trucks, wheel tractors and equipment transports (frequently), welder/generator (occasionally). Must be able to elevate 50lb. sacks of seed and ready-mix concrete. Occasional travel to meetings or other events throughout the region or State may be required. Wearing a Department of Fish and Wildlife uniform is required as a condition of employment while conducting fieldwork and other public work duties. Possession of a valid Driver's License is required to operate State vehicles. Occasional telework may be permitted on a limited basis. Incumbent will be expected to represent the Department at meetings and hearings held by various groups on a wide variety of topics. State Owned Housing is not available.</p>
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**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

<b>PRINT SUPERVISOR'S NAME</b> Shawn Fresz	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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