

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
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DFW DIVISION/BRANCH/REGION/OFFICE North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-284-0902-905
UNIT NAME AND LOCATION Wildlife Program, Rancho Cordova	CLASS TITLE Wildlife Habitat Supervisor II
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the direction of the Senior Environmental Scientist (Supervisory), the incumbent will be a member of the North Central Region Invasive Weed Strike Team and assist other programs with lands responsibilities in meeting the objectives of the North Central Region Invasive Weed Strike Team Grant on state owned lands. The Wildlife Habitat Supervisor II will take lead responsibilities over a Strike Team consisting of up to six crew members, implementing ecologically sound invasive weed reduction plans and projects on department lands, coordinate field work activities, submit project tracking and monitoring requirements, assist in the preparation of environmental compliance documents and correspondence, and answer routine questions from the public relative to the Strike Team projects.

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%	ESSENTIAL FUNCTIONS: Plan, coordinate, and implement invasive weed reduction, native plant enhancement, wildfire resiliency, and species and habitat conservation projects on State lands. Supervise crew(s) working on department owned lands performing activities such as removing invasive weedy vegetation (chainsaw, weedwhackers, pole saws, chippers, backpack sprayers etc.), planting shrubs and trees, fencing and monitoring. Operate masticators, backhoes, and or other equipment. Act as liaison for California Conservation Corps, Cal Fire, and other partners on identified projects. Interpret and make maps to aid field efficiency and reporting purposes. Drive work productivity, teamwork, safe work habits and improve native plant communities on department owned land. Instruct team members on skills such as construction, fuels reduction, erosion control, landscaping. Some projects will likely be in a remote setting and may require responding to issues related to fire on State lands.
25%	Prepare and complete project progress reports and maps, helps prepare budgets Oversee and direct invasive weed management activities including inventory of product, annual licensing/permits, and monthly reports to appropriate county. Requires obtaining and maintaining a Department of Pesticide Regulation Qualified Applicators Certificate within one year of appointment. Develop and oversee prescribed herbivory plans on State lands for cattle, sheep, and goats.
15%	Maintain time and leave records, approve leaves. Perform employee Individual Development Plans, probationary reports, and annual performance reviews. Develop reports of injuries, disciplinary reports and project and safety reports. Write and oversee contracts for services needed to maintain facilities. Purchase materials and equipment to accomplish the mission while utilizing State procurement policies and guidelines.
10%	Inspects vehicles and maintain mileage logs and equipment to ensure safe operation. Recommends repairs and maintenance. Drive and operate state vehicles and equipment, perform minor repairs

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5%	<p>and maintenance.</p> <p>Provide information to the public by answering public inquiries by phone, email, or letter. Make public presentations, prepare news releases, provide social media posts, and participate in conservation committees and environmentally oriented organizations. Coordinate volunteer efforts.</p>
5%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Resource Assessment – Assist with various wildlife and habitat surveys and censuses conducted on State lands. Attend various training classes, workshops, professional seminars, and other duties as required.</p> <p>Special Personal Characteristics: A personality that is driven and motivated to accomplish mission’s objectives with an aptitude for conservation, construction, repair, and maintenance work. Knowledge of invasive weed control techniques and native vegetation restoration tools, knowledge of California habitats, flora, and fauna. 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. Willing to work long, irregular hours, including early mornings, evenings, and weekends, and work on a computer keyboard for several hours each day.</p> <p>Interpersonal Skills: Establish and maintain friendly and cooperative relations with those contacted in the course of work, and to communicate effectively. Ability to deal effectively with pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity; consider and respond appropriately to needs, feelings and capabilities of different people in different situations; be tactful and treat others with respect; open to change and new information; and adapts to behavior and work methods in response to new information, changing conditions or unexpected obstacles.</p> <p>WORKING CONDITIONS: Ability to work outside in extreme temperatures (hot, cold, wet), walk or wade on uneven and muddy terrain in areas that are inaccessible by vehicle, deal with rattlesnakes, poison oak, mosquitoes, ticks and other stinging/biting insects, and other wildlife. Field work activities may include wading through ponds, hiking in mountainous terrain, using potentially dangerous equipment such as chainsaws, repetitive lifting, moving heavy loads, and other physically challenging duties. This position requires possession of a valid California Driver’s License. Occasional travel is required within the state of California via private or public transportation (i.e., automobile, airplane, etc.). Travel may include an overnight stay. Must be able to deploy with short notice for extended periods (up to 7 days) that may include overnight stay. This position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions.</p>

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

<p>PRINT SUPERVISOR’S NAME Tim Hermansen</p>	<p>SUPERVISOR’S SIGNATURE</p>	<p>DATE</p>
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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>PRINT EMPLOYEE’S NAME</p>	<p>EMPLOYEE’S SIGNATURE</p>	<p>DATE</p>
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