

**DUTY STATEMENT**

**E-R6 LF 24-008**

DFW 242A (REV. 07/18/22)

**CURRENT**

**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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DFW DIVISION/BRANCH/REGION/OFFICE Lands/R6/SJWA	POSITION NUMBER (Agency-Unit-Class-Serial) 565-602-0790-905
UNIT NAME AND LOCATION San Jacinto Wildlife Area- Lakeview, CA	CLASS TITLE Fish and Wildlife Seasonal Aid
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>
Under the close supervision of the Senior Fish Wildlife Habitat Supervisor, incumbent will perform the duties below:

<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>
	<b><u>ESSENTIAL FUNCTIONS:</u></b>
45%	Habitat management activities including restoration and maintenance of wetland, riparian and upland wildlife habitats. Assist with growing of agricultural crops for wildlife, and the control of exotic species.
25%	Help in the operation and maintenance of irrigation district water distribution systems and water control structures. Assists with facility maintenance of office, check-station, shop building, public restrooms, interpretive displays, auto tour route, employee residences, wildlife area roads, trails, gates, access structures.
20%	Assists in repair and replacement of area signs and fencing. Assists in maintaining state vehicles and farm equipment, cleaning office, check-station, public restrooms, shop buildings, kiosks and visitor registration booth and area trash pick-up. Work with and maintain power and hand tools.
5%	Assists in operation of waterfowl check-station and visitor use facilities including the sale of day-use permits, assignment of hunter locations, dispensing hunting information and interpretive handouts.

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5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Administrative Duties which can include filing paperwork; submitting timesheets; checking e-mail; answering phones; filling in for other seasonal employees when on leave.</p> <p><b>Special Personal Characteristics:</b> Demonstrated knowledge of, interest in, and aptitude for fish and wildlife conservation and repair and maintenance work; willingness to live and work throughout the State; willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to perform varied manual tasks; willingness to work in adverse weather conditions; willingness to wear a prescribed uniform. Knowledge in the construction trade including the use of common tools and equipment.</p> <p><b>Interpersonal Skills:</b> Work independently and in a team setting.</p> <p><b>WORKING CONDITIONS:</b> Ability to work in extreme climates. Ability to hike up to 5 miles on uneven and steep terrain while carrying 20 – 40 lbs. of gear. Will perform manual labor. Must possess a California class C driver license, willing to work weekdays / nights, weekends and holidays.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b> Scott Sewell	<b>SUPERVISOR'S SIGNATURE</b>  	<b>DATE</b> 8/7/2024
<b>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.</b>		
<b>PRINT EMPLOYEE'S NAME</b> Vacant	<b>EMPLOYEE'S SIGNATURE</b>  	<b>DATE</b>  