

**DUTY STATEMENT**

DFW 242A (REV. 09/28/21)

**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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Central Region – R4	POSITION NUMBER (Agency-Unit-Class-Serial) 565-441-0835-905
UNIT NAME AND LOCATION Fisheries Management – La Grange	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the supervision of the Senior Environmental Scientist (Supervisor), on a temporary or seasonal basis, to assist professional staff in a variety of technical and routine scientific tasks related to Department of Fish and Wildlife activities.
---

<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>
45%	<b><u>ESSENTIAL FUNCTIONS:</u></b> Assist field monitoring crews with data collection including the following projects: Lower San Joaquin Basin-Wide Water Temperature project, Annual Chinook Salmon Escapement Surveys, Kodiak Trawl operations, and various other projects as needed. This includes collecting biological and environmental data as each project required.
25%	Assist laboratory crews with various laboratory tasks including cleaning and reading salmon scales and otoliths, capturing digital images of salmon scales and otoliths, removing and decoding coded wire tags from Chinook salmon, processing biological samples collected in field, and various laboratory tasks as needed.
10%	Assist with data management activities including the following projects: Lower San Joaquin Basin-Wide Water Temperature Project, Merced River Hatchery biological data, Annual Chinook Salmon Escapement Surveys, Kodiak Trawl, and various other projects as needed.
10%	Assist with various projects equipment maintenance and calibration.
10%	<b><u>NON-ESSENTIAL FUNCTIONS:</u></b> Various administrative tasks as needed including attending staff meetings and safety meetings, participating in training such as First-Aid/CPR and defensive driving. Preparing administrative documents such as monthly timesheet and vehicle logs.
	<b><u>DESIRABLE QUALIFICATIONS:</u></b> 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.
	<b><u>Special Personal Characteristics:</u></b> Ability to swim at least 50 yards and to stay afloat at least five minutes; good physical condition; and ability to lift 40 pounds.

**DUTY STATEMENT**

<b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)	
	<p><b>Interpersonal Skills:</b> Be able to work as a team member as well as show personal initiative when working alone. Read, write and speak English at a level required for successful job performance; organize work and reason logically; analyze situations accurately; collect data in the laboratory and/or field; make and record accurate laboratory and field observations; summarize and analyze laboratory and field data; and write clear, brief reports; rapidly learn to identify fish, wildlife, invertebrates and/or plants; work independently with a minimum of supervision; understand fish and wildlife regulations and explain their purpose to the public; maintain and repair specialized equipment in the field or shop; establish and maintain cooperative relationships with those contacted in the course of the work.</p> <p><b>WORKING CONDITIONS:</b> Incumbent will often work in and/or near water, walk on uneven and/or muddy terrain, under various weather conditions and may lift animal carcasses or heavy equipment. Required to wear uniform as defined and described in OPS Manual Section 12901 when conducting field work. The field office location is located in La Grange, California along the Tuolumne River in Stanislaus County and is 30 to 33 miles from all urbanized areas. Travel to the field office is required.</p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<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>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>