

DUTY STATEMENT

E-R6 CDR 24-008-010

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
---	----------------

DFW DIVISION/BRANCH/REGION/OFFICE Inland Deserts Region 6/ Bishop	POSITION NUMBER (Agency-Unit-Class-Serial) 565-605-0835-905
UNIT NAME AND LOCATION Fisheries, Bishop CA	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisor), the incumbent will assist a lead Environmental Scientist with High Mountain Lakes fieldwork within Inyo and Mono County, with a strong focus on yellow-legged frog monitoring and restoration activities. Occasional work may occur in other counties to assist other Fisheries programs as directed.
--

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: Conduct visual encounter surveys at up to 50 different populations throughout the Central and Southern Sierra Nevada. Conduct capture-mark-recapture surveys at specific populations to aid in determination for use in translocations. Conduct sampling of specific populations by epithelial swabs to detect disease and for genetic studies. Capture, collect and transport larvae for captive rearing projects. All activities will be done according to standardized protocols and require the incumbent to record clear and complete data in field notebooks.
35%	Conduct habitat recovery projects for Sierra Nevada Yellow-legged Frog in Inland Desert Region, projects include the use of gill nets and backpack electro fishers to remove fish from high elevation lakes and inlet /outlet streams in the Central Sierra Nevada.
15%	Transcribe/enter all data onto CDFW protocol datasheets in preparation for database entry. Scan datasheets and organize data. Download and name all site, herpetofauna, barrier, and habitat photos to seasonal folder for batch processing and database connection.
5%	NON-ESSENTIAL FUNCTIONS: Organize and maintain supplies and equipment in good working condition. Conduct equipment inventory at the end of the field season to assess needs for replacement or repair of essential equipment. Assist with preparing documents necessary for equipment replacement purchases.
5%	Perform administrative tasks such as timesheet, vehicle log, and equipment maintenance records, purchasing assistance, copying, and filing, and in-service training. Other duties as required.

DUTY STATEMENT

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.)	
	<p>WORKING CONDITIONS: The specific work duties may include field work in lakes and streams in California's eastern Sierra on various amphibians, water quality or habitat tasks, data entry, angler surveys, some GIS work, and maintaining gear and equipment.</p> <p>This job entails hiking with a 50 lb. pack for 10 or more miles on uneven terrain, often where no trail exists. Hazards include slippery rocks, rattlesnakes, ticks, high elevation, allergy causing plants, and working with electrofishing equipment where there is a possibility of being shocked. This position includes weekdays, weekends, nights, and some holidays, includes working in adverse weather conditions including, cold, heat, rain, snow, or high winds. The Position may require the incumbent to wear a uniform identifying the employee as CDFW staff.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
<p>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	EMPLOYEE'S SIGNATURE	DATE