

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 Region 2 - North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-261-0835-905
UNIT NAME AND LOCATION Interpretive Services, Rancho Cordova	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the Fish & Wildlife Interpreter III, the incumbent will assist with the programs and projects of the Interpretive Services unit including staffing and maintaining the Nimbus Hatchery Visitor Center; participating in community outreach events; assisting in hatchery operations and data collection; and maintaining public amenities on select California Department of Fish and Wildlife (CDFW) lands. Incumbent may be under the lead of Fish and Wildlife Interpreter II staff.

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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Nimbus Hatchery Assist in observation and explanation of fish spawning and rearing practices; relay technical scientific information (salmonid/river biology and ecology, hatchery operations, fisheries management, role of CDFW, stewardship behaviors) to the public through science-based demonstrations and during roving contacts on the hatchery grounds and adjacent river trail. Engage with visitors through informal conversations as they explore the hatchery grounds and river trails. Provide information, answer questions, and enhance the visitor experience through personalized interactions. Maintain public use facilities/grounds by performing routine upkeep to ensure the facilities and grounds are clean, safe, and welcoming for visitors. Clean displays and exhibits to ensure they are presentable, informative, and engaging for visitors. Organize and stock publications to ensure visitors have access to up-to-date information and resources. Assist with hatchery operations including data collection, fish feeding, minor maintenance and other tasks. Cross train on spawning deck and escapement surveys. Compile data and survey results for annual reports to assist management with tracking progress, identifying trends, and informed decision making. Prepare and maintain fisheries specimens, microscopes and other equipment ensuring they are clean and functional.</p>
30%	<p>Field Sites Maintain visitor use facilities and amenities on CDFW lands by performing routine tasks to ensure facilities and amenities are in good condition and presentable for visitors. Relay technical scientific information to the public, answer questions, and offer assistance to enhance visitor understanding and experience. Prepare materials and science-based visual aids to convey the importance of on-site natural resources and compliance with various state, federal, and local regulations. Clean signs and panels; clear weeds and debris. Valid CA driver's license required to travel to and from field sites.</p>
20%	<p>Community Outreach Research information on demographic groups and assist in preparation of recommendations and reports. Prepare and maintain scientific specimens for use and display ensuring they are properly preserved, organized, and presented. Maintain storage area ensuring that materials and equipment</p>

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<p>10%</p>	<p>are well organized and easy to access. Travel to, set up, conduct, and take down outreach events in the community; valid CA driver's license required to travel to events. Assist in conducting in-person and virtual science education programs on CDFW lands using scientific information and specimens, visual aids, and technological platforms. Read scientific reports and attend training in preparing for community outreach and science-based hands-on programs.</p> <p>NON-ESSENTIAL FUNCTIONS: Perform administrative tasks such as editing and proofreading newsletters, updating internal calendars and responding to emails and voicemails. Transport program vehicles to and from locations and ensure they are maintained and in good working condition. Assist with distribution of brochures and flyers. Participate in professional development opportunities and training sessions to enhance skills, knowledge, and career advancement. This may involve attending workshops, online courses, or other educational programs.</p> <p>Special Personal Characteristics: Willingness to work irregular hours including weekends and holidays. Up to 10% travel may be required to perform field work throughout the State. Knowledge of methods and techniques used in conveying information about natural systems to the public and comfortability with presenting information to people of varying ages and interests.</p> <p>WORKING CONDITIONS: The position requires the ability to work outdoors in a variety of conditions near water and in all types of weather, ranging from extreme heat to cold, rain, and wind. The position demands flexibility in scheduling, which includes working weekends as needed to ensure availability for critical fieldwork and data collection during peak times. Occasional travel throughout the region may be required. Required to handle fish and aquatic specimens, which requires care and attention to detail to ensure proper handling and data collection. The incumbent is required to wear a uniform for safety and identification purposes while on duty. A valid driver's license is necessary to operate vehicles for travel and transportation of equipment and materials to and from various field locations.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<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>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>