

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 Wildlife and Fisheries Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0762-905
UNIT NAME AND LOCATION Game Conservation and Connectivity Program, 1010 Riverside Pkwy, West Sacramento	CLASS TITLE Environmental Scientist (Limited Term)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist Supervisor, the Environmental Scientist is responsible for supporting biological assessments, detection, and data management to support development of conservation and management strategies for game species and their habitats. The incumbent conducts investigations and may lead teams and projects throughout California. The incumbent closely coordinates with regions and Wildlife Branch functions, as well as other affected and involved local, State, and Federal agencies. The position coordinates field work activities, collects and organizes data, prepares draft reports.	
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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.)
35%	<u>ESSENTIAL FUNCTIONS:</u> DATA COLLECTION/FIELDWORK: Collect field data, which may include using GPS and Geographic Information Systems (GIS) to navigate to remote areas as well as radio telemetry equipment to locate collared animals. Oversee quality control of processed data collected in the region. Implement surveys to address impacts to game mammal species throughout the state and assess environmental conditions and habitats. This may include collecting fecal DNA, hair and other biological samples, supporting wildlife captures, and managing trail camera arrays. Train other staff in collecting protocols and data stewardship. Coordinate with researchers at universities, non-governmental organizations, and federal agencies to leverage existing data sets. Additional fieldwork to assist with wildlife habitat management and monitoring may be part of the duties for this position.
30%	DATA MANAGEMENT: Download and process camera trap images and enter other data collected. Coordinate compilation, organization, and maintenance of statewide databases and spreadsheets. Oversee quality control of data collected in the field. Support the development of central repositories for biological and scientific data with a focus on collar data, trail camera photos and audio recordings. Help organize data and facilitate the development of strong scientific research. Support and maintain scientific literature repository. Advice on statistical design, data analysis, and scientific inference for research investigations supporting conservation and management of big game species, and other wildlife species as needed. This includes the use of statistical software to develop and run statistical and ecological models applied to various sources of wildlife surveys and biophysical covariate data.

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PERCENTAGE OF TIME PERFORMING DUTIES	POSSESSION OF 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.)	
25%	<p>DOCUMENTATION: Assists the Senior Environmental Scientists (supervisory) conducting CDFW outreach related to the Game and Connectivity Programs. This includes but it is not limited to the preparation of videos, Power Point presentations, maps, social media posts, and any other outreach related materials. This position may also work with different stakeholders to gather media and data to conduct outreach activities.</p>	
10%	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>ADMINISTRATION: Maintain records of time worked by activity, submit timesheets, travel expense claims, update personal administration, complete required training; attend career development and training programs, develop and participate in seminars as appropriate to contribute to the achievement of the Wildlife Branch goals and objectives.</p> <p>DESIREABLE QUALIFICATIONS: Special Personal Characteristics: Experience with conducting technical research activities on a variety of wildlife species in the field. Ability to think independently and make sound decisions in the field, apply knowledge and abilities to a localized project but may be across the state. High degree of personal and professional integrity, aptitude for detail, and initiative. Ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice.</p> <p>Possession of a valid driver license issued by the Department of Motor Vehicles. Ability to accurately collect and record biological data in the field. Ability to interact and communicate successfully with a diverse public. Good time management skills.</p> <p>Interpersonal Skills: Ability to work both collaboratively and independently and know when each mode is warranted to accomplish a task. Utilize tact and respect to achieve conflict resolution, and when promoting program goals and objectives. Communicate effectively with supervisor, peers and constituents verbally and in writing.</p> <p>WORKING CONDITIONS: Ability to use a computer and standard word processing software. Ability to drive a 4-wheel-drive vehicle, ATV and hike cross-country to remote survey sites in rugged terrain, hot and freezing conditions, subject to biting insects, and overnight camping. Attend meetings, work with staff statewide to complete work assignments. Travel will be required, however depending on the location of the project. At times a uniform may be required for this position.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE DATE
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.		
PRINT EMPLOYEE'S NAME		EMPLOYEE'S SIGNATURE DATE