

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/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905
UNIT NAME AND LOCATION Upland Game Unit, West Sacramento	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 Senior Environmental Scientist Supervisor of Upland Game, the activities of this position are focused on seasonal field activities as established in the Federal Aid agreement with the Fish and Wildlife Service for Upland Game. Duties include deploying audio recording units, trail cameras, completing avian point count surveys, validating species detections from audio and trail camera data, data entry, equipment maintenance and other assigned duties. Field activities may require overnight travel and occasional strenuous physical activity in variable weather conditions.

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.)
	<u>ESSENTIAL FUNCTIONS:</u>
35%	UPLAND GAMEBIRD PASSIVE MONITORING FIELD WORK: Deploying and maintaining autonomous recording units (ARUs) and trail cameras used to monitor upland gamebirds on state wildlife areas, federal wildlife refuges, and National Forest Lands. Positions will be required to hike and navigate in remote environments carrying up to 30lbs of equipment. Safely operate vehicles while navigating to deployment locations.
20%	VALIDATING SPECIES DETECTIONS: Listening to audio recordings collected from ARU deployments and validating predicted detections from species identification software. Examining trail camera images and uploading them to data repository. Keep accurate records of species ID, correct and incorrect detections, and follow a strict protocol for random selection of records for validation.
20%	UPLAND GAMEBIRD SURVEY FIELD WORK: Complete point count surveys at predetermined listening stations to monitor upland gamebirds on state wildlife areas, federal wildlife refuges, and National Forest Lands. Positions will be required to hike and navigate in remote environments carrying up to 30lbs of equipment. Safely operate vehicles while navigating to deployment locations.
15%	DATA MANAGEMENT: Data entry and management of ARU deployment metadata and audio recording validation data, maintain accurate records on trapping occasions, coordination with other agencies regarding trapping/monitoring activities. Clean and maintain trapping and marking equipment and vehicles.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
10%	ADMINISTRATION: Administrative: Complete timesheets, file CalAters expense claims, training, develop purchase orders, and conduct other administrative tasks as assigned.

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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.)	
	<p>Special Personal Characteristics: Good time management skills. Good driving record; willingness to work irregular hours including weekends and holidays and to travel in performing field work throughout the State; willingness to do routine work; interest in and aptitude in the work; willingness to wear a uniform.</p> <p>Interpersonal Skills: Must possess good communication skills, get along well with others and work in small groups or independently for extended periods of time. Ability to interact with the public and maintain a high level of professional integrity.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Incumbent may need to drive for as many as 8 hours. Work hours can be long and irregular, including early mornings, evenings, and weekends. Field work may include strenuous physical activity in variable weather conditions.</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