

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☐ **CURRENT****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 South Coast Region 5	POSITION NUMBER (Agency-Unit-Class-Serial) 565-561-0916-003
UNIT NAME AND LOCATION Northern Lands Program, Bolsa Chica ER	CLASS TITLE Fish and Wildlife Technician
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-561-0916-003
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the South Coast Region (SCR) Lands North Program Senior Environmental Scientist Supervisor and under the general lead of the Reserve Manager, the incumbent is responsible for the development, management, and maintenance for the Bolsa Chica Ecological Reserve, and assist in operating and maintaining the Bolsa Chica Lowlands Restoration Project in order to provide appropriate habitat for wildlife and fish, to protect and enhance State and Federally listed species, and to provide for compatible wildlife dependent public uses such as wildlife viewing and nature education. Duties include the following:	

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%	ESSENTIAL FUNCTIONS: Assists with the implementation of maintenance, water control systems, buildings, fencing, and sanitary facilities; performs various habitat management tasks such as planting, cultivation, irrigation and vegetation management on the wildlife areas. Assists reserve manager, and California State Lands Commission (CSLC), and other staff in implementing CSLC contracted tasks, projects such as exotic and nuisance species control, species and habitat management, and public use activities. Performs skilled tasks including assisting in the replacement of or repair of fences, signs, gates and locks, as needed. Operates a variety of equipment such as brush hog, mower, light tractor, chainsaws, and hand tools. Performs routine maintenance on Department facilities and public use facilities.
35%	During the rainy season, monitor onsite water level conditions immediately upon receipt of Tide Logger notification. Coordinate and discuss proposed water management plan actions. Maintains and adjusts control gates to assure proper water levels in the muted tidal basins, seasonal pond area, and Freeman Creek according to the CSLC Restoration Project's water management plans, and pump water using portable pump or permanently installed pump as conditions warrant. Inspect pump station, pumps and wells of ground water barrier for proper operation. Check weekly during the rainy season from October 1 through May 1 and monthly from May 1 to October 1 that pumps are operating properly. Maintain a written log of all control gate operations and maintenance.
10%	Monitors reserve to identify and to discourage trespass and vandalism. Documents incidences of encroachment and other indications of violations that threaten the integrity of the resources. Responds to public information requests relating to issues on California Department of Fish & Wildlife (CDFW) lands.
10%	Assists Reserve manager with training and scheduling volunteers. Provides support for public gatherings and Department sponsored conferences. Assist with special events. Occasional weekend and evening work may be required.

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5%	<p>Assists Reserve Managers in conducting wildlife surveys, research and management on the properties, including species population counts, tracking wildlife use and movements, and estimating user types and numbers.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Prepares required monthly report, annual work plans, expenditure reports and assists with procurement. Attends operational meetings. Assists with weekend and evening events as needed. Maintains vehicles and equipment (both office and field). Other duties as required.</p> <p>Special Personal Characteristics: .</p> <p>Communicate effectively; follow oral and written instructions; prepare simple reports and maintain simple records; establish and maintain cooperative relations with those contacted in the work; analyze situations and take effective action; perform a variety of skilled/semiskilled mechanical and construction work and direct the work of seasonal staff.</p> <p>Interpersonal Skills:</p> <p>Interest in and aptitude for this work; experience in outdoor recreation and use of related outdoor equipment. Ability to get along well with others.</p> <p>WORKING CONDITIONS: Office will be located at the Bolsa Chica Ecological Reserve. Willingness to wear a uniform, work hours may be 10+ hours per day, may include some night and weekend work, and exposure to extreme weather is to be expected. Must be able to lift 40 pounds and trek in extreme terrain.</p>				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Robin Madrid	<table border="1"> <tr> <th data-bbox="901 1119 1377 1157">SUPERVISOR'S SIGNATURE</th> <th data-bbox="1377 1119 1520 1157">DATE</th> </tr> <tr> <td data-bbox="901 1157 1377 1213"></td> <td data-bbox="1377 1157 1520 1213"></td> </tr> </table>	SUPERVISOR'S SIGNATURE	DATE		
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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 Vacant	<table border="1"> <tr> <th data-bbox="901 1339 1377 1377">EMPLOYEE'S SIGNATURE</th> <th data-bbox="1377 1339 1520 1377">DATE</th> </tr> <tr> <td data-bbox="901 1377 1377 1436"></td> <td data-bbox="1377 1377 1520 1436"></td> </tr> </table>	EMPLOYEE'S SIGNATURE	DATE		
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