

**DUTY STATEMENT**

DFW 242A (REV. 03/18/14)

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
DFW DIVISION/BRANCH/REGION/OFFICE <b>WFD/Wildlife Branch</b>	POSITION NUMBER (Agency-Unit-Class-Serial) <b>565-035-0835-905</b>
UNIT NAME AND LOCATION <b>Wildlife Investigations Lab/Rancho Cordova</b>	CLASS TITLE <b>Fish and Wildlife Scientific Aid</b>
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) <b>565-035-0835-905</b>
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisor) for the Wildlife Investigations Laboratory (WIL), the Fish and Wildlife Scientific Aid is responsible for supporting the following core functions of the WIL, including providing support for the statewide mountain lion population and health surveillance program areas.	

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.)
<b>35%</b>	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p><b>Core Program Support:</b> Provides dedicated program support to mountain lion and wildlife health programs within the WIL. Provides veterinary technical support, necropsy and laboratory assistance for wildlife health, disease and contaminant surveillance in recovered mountain lion carcasses, and other affected species. Assists with necropsies, staining of tissue and blood smears for bacterial and parasite identification, and preparing chemical reagents and bacteriological media. Submit samples for additional testing by veterinary pathologists and California Department of Fish and Wildlife (CDFW) partners. Assists with field work associated with mountain lion, other nongame species, and wildlife health activities. Assists with computer-aided literature reviews, and provides program specific research, data entry and drafting reports, which may include basic scientific calculations. Answers calls from the public pertaining to wildlife health, disease, and mortality issues.</p>
<b>25%</b>	<p><b>General Program Support:</b> Assists with laboratory and sample collection procedures from necropsies and live animals, processing of serological tests, fecal analyses for parasite identification, biological sample collection (e.g. tissue, blood, parasite), and maintenance and storage of biological samples. Assists with the inventory of archived and new biological samples. Provides necropsy and laboratory technical assistance. Performs data entry and assists with the maintenance, migration, and management of data in associated pathology and laboratory databases.</p>
<b>20%</b>	<p><b>Overall Laboratory Support:</b> Assists with the transport of samples, carcasses, data, equipment, and live animals. Assists with the routine maintenance, cleaning, inventory, restocking, and organization of lab facilities, equipment, and vehicles, including the scheduling of vehicle and/or equipment maintenance and repair. Assists with supply procurement. Assists in immobilizing and physically handling wild animals for field projects, research, and at the WIL animal holding facility.</p>
<b>15%</b>	<p><b>Animal Care:</b> Assists with the care and maintenance of live animals held for research, educational or evidence purposes at the WIL animal holding facility. Performs routine tasks including the use of shovel, broom, water, and disinfectants in the care and maintenance of live animals at the WIL animal holding facility. Feeds, waters, and may monitor a variety of animals (e.g. mountain lion, black bear); maintains records of feeding, evaluation of general health and condition of captive animals.</p>
<b>5%</b>	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b> Performs administrative tasks, including tracking of hours worked, and other duties as assigned by WIL staff and the supervisor. Provides support to WIL staff preparing for and conducting trainings and field or laboratory projects.</p> <p><b>Note: Frequent weekend and holiday work are required.</b></p>

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	<p><b>KNOWLEDGE AND ABILITIES:</b></p> <p>Knowledge of: Familiarity with the fundamentals of fish and wildlife management and ecology and general concepts principles involved in the departmental assignment.</p> <p>Ability to: Read, write and speak English at a level required for successful job performance; organize work and reason logically; analyze situations accurately; collect data in the laboratory and/or field; make and record accurate laboratory and field observations; summarize and analyze laboratory and field data; and write clear, brief reports; rapidly learn to identify fish, wildlife, invertebrates and/or plants; work independently with a minimum of supervision; understand fish and wildlife regulations and explain their purpose to the public; maintain and repair specialized equipment in the field or shop; establish and maintain cooperative relationships with those contacted in the course of the work; follow directions; use computer equipment effectively; gain experience in the methods and ethics of professional conduct and practices.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Personal Characteristics:</b> Demonstrated ability to work independently and in a team setting, and with open-mindedness, flexibility, and tact. Good time management skills. Excellent organizational skills. Follow directions precisely. Responsible, with the ability to conduct work thoroughly and with attention to detail. Willingness to do routine work in order to learn; interest in and aptitude in the work. Knowledge of "Word", "Excel", "Access" preferred.</p> <p><b>Interpersonal Skills:</b> Works well in a team setting. Shows courtesy, respect and tact towards co-workers and members of the public.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Willingness to work irregular hours including weekends and holidays and to travel in performing field work throughout the State. Office setting requires using computer keyboard at least several hours a day and involves sitting most of the time, but may involve walking or standing for brief periods. Field activities may include strenuous physical activity in variable weather conditions. Ability to lift heavy and irregular items (up to 40 lbs.) required. Possession of a valid driver license required. Must attend occasional meetings. In addition to working with Sacramento-based staff, may interact with Regional staff and members of the public, in the field, via e-mail and telephone.</p>

**SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**

<b>PRINT SUPERVISOR'S NAME</b> Victoria Monroe (Senior Environmental Scientist Supervisor)	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
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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.**

<b>PRINT EMPLOYEE'S NAME</b>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>
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