

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 July 12, 2023
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DFW DIVISION/BRANCH/REGION/OFFICE Office of Spill Prevention and Response	POSITION NUMBER (Agency-Unit-Class-Serial) 565-071-0762-xxx
UNIT NAME AND LOCATION OSPR Laboratory Program/ Rancho Cordova	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under close supervision of the Senior Environmental Scientist (Supervisor) at the Office of Spill Prevention and Response (OSPR) Water Pollution Control Laboratory (WPCL), the incumbent performs chemical analyses to support CDFW department programs; operates and maintains advanced instrumentation; assists with the development and evaluation of new testing procedures; acts as primary sample coordinator for oil spill response; and supports the Laboratory program's quality assurance department.

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%	Perform qualitative and quantitative analysis, in accordance with established laboratory procedures, for a broad spectrum of pesticides, herbicides, organic and inorganic compounds to meet the requirements of State and Federal environmental laws and regulations; provide accurate and reliable analytical support to CDFW enforcement, CDFW fisheries, CDFW Cannabis, CDFW Lands Program, and other state and federal agency partners working on water quality, fisheries and wildlife issues; operate and maintain analytical instrumentation such as gas and liquid chromatograph-mass spectrometers and tandem mass spectrometers, gel permeation chromatographs, ion chromatographs, flow injection analyzers; prepare final reports and quality control data using statistical methods; record all sample analysis and procedures according to Laboratory Quality Assurance Program to ensure compliance with standards.
20%	Assist in the research, development, and validation of new methods for pesticide, herbicide, and organic compound analysis to support CDFW enforcement, CDFW fisheries, CDFW Cannabis, and CDFW Lands Program; prepare standard operating procedures and data validation reports according to Laboratory Quality Assurance Program to ensure compliance with standards.
15%	Maintain readiness of OSPR sample coordinators by facilitating training and regular meetings for secondary and trainee sample coordinators. Support the practice of the sample coordinator position in drills by designing scenarios and scheduling participation by others assigned to the position. Serve as evaluator for trainee task books as primary sample coordinator.
10%	Act as primary sample coordinator for oil spill response; prepare and review sampling plans to support environmental unit and unified command during emergency oil spill response, support sample collectors, facilitate and track sample collection and delivery to appropriate lab, ensure proper analytical methods are used, ensure quality assurance/quality control are maintained for response samples from collection to delivery to lab.
10%	Assist the Laboratory's Quality Assurance Officer to ensure laboratory data and services meet the quality standards stated in the QA Program Plan; assist in the development and maintenance of

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<p>5%</p>	<p>standard operating procedures and quality documents to meet regulatory requirements for laboratory certification.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of OSPR's goals and objectives. Participate in laboratory planning meetings as needed.</p> <p>Interpersonal Skills: Ability to work effectively with others when needed and to work independently when called upon to do so.</p> <p><u>WORKING CONDITIONS:</u> Office and laboratory work involves standing and sitting most of the time with computer keyboard, desk work, or laboratory work. May involve walking for brief periods. Perform chemical analysis in an analytical laboratory using proper personal protective equipment. Ability to elevate at least 25 pounds.</p> <p>Additional Conditions: OSPR is a 24-hour oil and pollution spill response organization. The incumbent in this position can be required to participate in prevention and response training, drills and incidents throughout California, and to be available to deploy/travel with short notice for extended periods of time (up to 7 days).</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME Martice Vasquez, Ph.D.</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>