

DUTY STATEMENT

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

☐ **CURRENT****E-WLB 25-006**

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 Wildlife and Fisheries Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905
UNIT NAME AND LOCATION Wildlife Health Lab/Rancho Cordova	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) based in the Wildlife Health Laboratory (WHL) the incumbent is responsible for providing core program support to the Avian Health and Pesticide Investigations programs to monitor wildlife health, investigate mortality events, and disease surveillance of native avifauna. Duties of the position include:

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%	<u>ESSENTIAL FUNCTIONS:</u> Core Program Support: Provide dedicated program support for avian and pesticide investigations, including responding to and investigating disease outbreaks and mortality events in affected species; surveillance activities for contaminants, pesticides, and diseases of concern such as highly pathogenic avian influenza; assist with field work and research activities involving live birds, carcass collection and receiving. Distribute approved technical guidance for staff and agency partners to properly collect, document, store, and submit carcasses and biological specimens; assist responding to public and agency reports of sick and dead wild birds. Assist with the collection and management of data in WHL databases.
40%	General Program Support: Conduct systematic gross necropsies on avifauna submitted for mortality investigations. Assist with laboratory and sample collection procedures from necropsies and live animals including biological sample collection for diagnostic analyses; processing serological tests; fecal analyses; staining tissue/blood smears for bacterial and parasite identification; preparing chemical reagents and bacteriological media. Assist with the collection, storage and management of archived and new data. Perform literature reviews; program specific data entry, document scanning and organization, and drafting reports for necropsies and pesticide loss incidents.
15%	Overall Laboratory Support: Transport samples, data, equipment, carcasses, and live animals. Assist with routine maintenance, cleaning, inventory, restocking, and organization of lab facilities, equipment, and vehicles. Assist with the care and maintenance of live animals temporarily held at the WHL animal holding facility for research, educational or evidence purposes; perform routine tasks including to feed, water, and monitor live animals; assist with the physical restraint and handling of live animals; clean and disinfect enclosures; maintain animal care records.

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5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Performs administrative tasks, including tracking of hours worked, and other duties assigned by supervisor. Provides support to WHL staff conducting training, laboratory, and field projects. Note: Frequent weekend and holiday work may be required. <u>DESIRABLE QUALIFICATIONS:</u> Special Personal Characteristics: Demonstrated ability to work independently and as part of a team, and with open-mindedness, flexibility, and tact. Excellent time management and organizational skills. Follow directions precisely. 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 the computer programs "Word", "Excel", "Access" preferred. Interpersonal Skills: Works well in a team setting. Shows courtesy, respect and tact towards co-workers and members of the public. <u>WORKING CONDITIONS:</u> 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 up to 40 lbs. Possession of 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. Willingness to work long, irregular hours and to travel and perform field work throughout the State. Must feel comfortable with potential close contact with imperiled and/or confined wild animals. Must be vaccinated against rabies virus with adequate current antibody titer or willing to receive pre-exposure rabies vaccinations. Frequent weekend and holiday work required.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Victoria Monroe, Senior Environmental Scientist (Supervisory)	<table border="1"> <tr> <th data-bbox="901 1356 1373 1394">SUPERVISOR'S SIGNATURE</th><th data-bbox="1373 1356 1520 1394">DATE</th></tr> <tr> <td data-bbox="901 1394 1373 1457"></td><td data-bbox="1373 1394 1520 1457"></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.					
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