JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION	DWR POSITION NUMBER	SAP POSITION NUMBER	MCR
Fish & Wildlife Scientific Aid	**840-360-0835-900**	**50024331**	**1**

APPOINTEE	SAP PERSONNEL NO.	DIVISION/SECTION
Vacant		**DISE/EMRR/ESM/ESS**

COLLECTIVE BARGAINING IDENTIFIER			
Management Related BU: ☐	Supervisory Related BU: ☐	Confidential Related BU: ☑	Rank and File BU: **R11**

RESPONSIBILITIES EXERCISED	IMMEDIATE SUPERVISOR (Print)	SUPERVISOR'S CLASSIFICATION
☐ Supervisory ☐ Lead Person	**Daphne Gille**	**EPM I (Supervisory)**

APPROVED BY (Personnel Analyst's Name)	DATE
Jennifer Greathouse	**10-9-25**

Percent of Time	Activity
	POSITION SUMMARY **Under supervision and in accordance with the detailed instructions of the section EPM I or other lead person, the incumbent will assist with special studies and long-term monitoring for the Estuarine Science & Monitoring section. Activities will involve collecting, analyzing, and reporting on phytoplankton, zooplankton, fish, water quality, and genetic data within the Sacramento-San Joaquin Delta, Suisun Bay and San Pablo Bay. This position supports lower trophic monitoring, the Genetic Monitoring Program, the Yolo Bypass Fish Monitoring Program, and other special studies within the Division of Integrated Science and Engineering.** **ESSENTIAL FUNCTIONS** **This position requires the incumbent to work with the lead scientists and cooperatively with others, maintain regular, consistent, predictable attendance, balance concurrent assignments and complete assigned projects and tasks on time. This position requires travel to field locations or work sites may require driving a personal or State vehicle to and from sampling and laboratory locations on uneven terrain. In addition, this position requires the incumbent to follow Department safety policies and exercise good judgment in the field and laboratory environment. The specific essential functions are:**
40%	**Under supervision, conduct field sampling for water quality, phytoplankton, zooplankton, fish, and genetics by boat or land-based stations. Prepare data sheets and equipment for field sampling and laboratory analysis. Set and manipulate various types of conventional sampling gear to capture biological organisms, sediment, water quality, and genetic (e.g., environmental DNA;eDNA) samples and identify fish. Work aboard boats and work with State and federal agency personnel and consultants to accomplish field sampling.**
30%	**Process routine water quality, biological, and genetic samples in the laboratory. Prepare water quality, phytoplankton, and zooplankton samples for transfer to project collaborators and contractors. Enumerate samples using digital imaging equipment. Conduct genetic sample processing, analysis such as polymerase chain reaction (PCR) and metabarcoding, and data**

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

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
Daphne Gille	➤	

EMPLOYEE'S STATEMENT:	I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
	➤	

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Percent of Time	Activity
30% Cont.	collection.
15%	**Excel/Access, and Water Data Library, to perform sample tracking, data entry, performing quality assurance/quality control, and data extraction. Conduct simple statistical tests with data using software including R, Microsoft Excel, and ArcGIS or similar.**
15%	**Using MS Office Suite or similar, assist with preparing tables, charts and graphs, and assembling sections of reports into an organized document. Author or contribute to slides, text, or figures for oral presentations or conference posters, and summarize various sections of draft reports. Assist with revisions to Standard Operating Procedures and Quality Assurance Project Plans.**
	SPECIAL REQUIREMENTS
	Incumbent must be able to meet the demands of field sampling and have flexible hours that may include overtime. The incumbent must have the ability to conduct field work for long hours under a variety of climatic conditions and in rugged terrain.
	Because of working around the water and/or in boats, the incumbent must be able to swim 50 yards and stay afloat at least 10 minutes.
	Because sampling equipment being retrieved up over the side of boats can be heavy and bulky, incumbent must be able to move and transport objects weighing up to 40 pounds, with assistance.
	Incumbent must possess a valid driver's license due to travel to various field sites to conduct field sampling.
	Must be able to function without incapacitation due to sea-sickness.
	The incumbent is expected to be courteous and provide timely responses, follow through on commitments, and to solicit and consider internal staff input when performing their duties.
	All employees are responsible for contributing to an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination.
	The Department of Water Resources (DWR) is committed to its mission and employees, and we are grounded in our commitment to public safety. DWR offers a hybrid workplace model that is designed to support a workforce of both office-centered and remote-centered workers. Regular and consistent attendance - whether office-centered or remote-centered - is essential to the successful performance in this position.