

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 TBD E-FB 25-028
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DFW DIVISION/BRANCH/REGION/OFFICE Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-5594-003
UNIT NAME AND LOCATION CDFW Genetics Research Laboratory, Sacramento	CLASS TITLE Research Scientist Staff
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
Under the supervision of a Research Scientist Supervisor, lead computational genetic research relating to salmonid and other fish populations for recovery, management, and propagation programs throughout the state. Coordinate complex data analysis and reporting across department functions and external partner agencies. Design workflows for genetics monitoring data collection, storage, and processing to assist in the implementation of parental based tagging and cohort reconstruction of salmon populations.	

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%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Plan and execute multi-phase genetic studies in coordination with other agencies and CDFW staff to solve major scientific investigations relating to critical fish related issues. Plan, organize, and design highly complex bioinformatic pipelines in support of wild and hatchery fish stocks including parentage-based-tagging of Chinook salmon. Coordinate with Data Technology Division on Database development and maintenance for storing genetics data associated with CDFW Fisheries Genetics Laboratory projects. Prepares/reviews research proposals and protocols. Serve as CDFW expert relating to high-throughput sequencing bioinformatics pipeline development and data management. Provide evaluations and scientific recommendations as a scientific expert in these and associated fields. Maintains contractual agreements with outside agencies. Seek and analyze all relevant, available, technical and other information from sources within and outside the organization and integrate this information into the decision making-process. Possession of a valid State Driver's License is required to operate state vehicles to remote locations when working with hatcheries and wild fishes to complete field work and time sensitive projects.</p>

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<p>35%</p>	<p>Analyze wild and hatchery fish stocks using a variety of computational methods including parentage-based tagging to assess their genetic health, use genetic stock identification and other metrics to assess compliance with genetic management mandates under the ESA, CESA and other regulations, and monitor inter- and intraspecific hybridization between stocks and species.</p>
<p>10%</p>	<p>Help establish and review policies related to genetics and fisheries management. Serve as a scientific advisor to CDFW staff and fishery managers on the genetic management of wild and hatchery fish stocks.</p>
<p>5%</p>	<p>Keep abreast of scientific literature and information on fisheries genetics laboratory methods and genetic management strategies. Publish research results in peer reviewed scientific journals and present research results at scientific and technical team meetings.</p>
<p>5%</p>	<p>Provide guidance on archival storage and long-term management of CDFW genetics data and serve as a scientific adviser to CDFW staff and fishery managers on computational genetics.</p>
<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including track of time worked; attend career development and training programs, and seminars as appropriate to contribute to achievement of Fisheries Branch goals and objectives.</p>
	<p><u>WORKING CONDITIONS</u></p> <ul style="list-style-type: none"> • Position is primarily focused on data analyses and management, both of which often require sitting for long periods of time and maintaining a high level of attention to detail. Work several hours in a lab setting (Both standing and sitting). Work several hours on a computer. • Typical working hours are 8:30 AM -5:00 PM Mon-Fri. Occasional fieldwork and time sensitive projects may require travel outside of normal business hours. • Occasional travel (up to 5%), including some overnight travel operating department vehicles to remote locations when working with hatcheries and wild fishes and time sensitive projects. • Possession of a valid State Driver’s License is required to operate state vehicles to remote locations when working with hatcheries and wild fishes to complete field work and time sensitive projects. • Telework available in compliance with Department policies

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Jay Rowan	SUPERVISOR'S SIGNATURE	DATE
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	EMPLOYEE'S SIGNATURE	DATE