

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
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DFW DIVISION/BRANCH/REGION/OFFICE WFD-Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-5582-905
UNIT NAME AND LOCATION Wildlife Health Laboratory	CLASS TITLE Research Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of the Environmental Program Manager I at the Wildlife Health Laboratory (WHL), this position will assist the Senior Wildlife Veterinarians and the statewide lead Human Dimensions scientist (Research Scientist Staff) in implementing objectives for a U.S. Fish and Wildlife Zoonotic Disease Initiative grant (G2398112) awarded to the California Department of Fish and Wildlife (CDFW) WHL to assess wildlife health and zoonotic disease capacity needs and create a statewide framework for addressing those needs.

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.)
45%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Core Program Support: Assist senior CDFW staff with supporting workshops, completing electronic surveys and in-person interviews, and analyzing and reporting on that data from One Health professionals and subject matter experts examining the role they, and their agencies play, in the emergence of zoonotic diseases. This survey will examine the roles individuals have played in past zoonotic disease outbreaks. It will also examine the different social networks and collaborations that currently exist in California to manage zoonotic diseases. In addition to assisting in drafting the survey instrument, the Research Scientist will assist in distributing the survey to participants and in analyzing and reporting survey results.</p>
40%	<p>Steering Committee Support: Assist senior CDFW staff, collaborators and contractors with planning and conducting monthly planning and steering committee meetings. Will be required to travel and drive to attend meetings in person, when directed. Assist in note taking during meetings and synthesizing summarizing meeting materials. As part of these planning meetings the Research Scientist will assist in identifying and evaluating statutes, regulations, policies and other initiatives that are pertinent to zoonotic disease and potential collaborative efforts to manage zoonotic diseases. The Research Scientist will provide subject matter expertise on models for inter-organizational collaboratives to inform steering committee members.</p>
10%	<p>General Project Support: Assist the Human Dimensions Research Scientist Staff and Senior Veterinarians as needed with inquiries regarding wildlife health topics. Assist with maintaining and updating webpages and press releases and other public outreach relating to the project and grant. Stay current with the rapidly evolving methods, scientific literature and new information on human dimensions of wildlife methodologies, wildlife health issues and management strategies; publishes results of research in peer reviewed scientific journals and Departmental publications and bulletins; presents research at scientific meetings.</p>

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5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Provides general support for various administrative tasks including tracking of time worked, procurement of supplies as needed, attend career development and training programs, seminars as appropriate to contribute to the achievement of Wildlife Health Lab's goals and objectives.</p> <p><u>WORKING CONDITIONS:</u> Willingness to work irregular hours including weekends and holidays (5%) and to travel in performing steering committee meetings and fieldwork throughout the State. Field activities may include strenuous physical activity in variable weather conditions for up to 10 hours. Ability to work outdoors in remote areas with uneven terrain. Ability to lift heavy and irregular items (up to 40 lbs.) required. Ability to drive for extended periods of time (up to 8 hours) if required. Possession of a valid driver license required. 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. Occasional meetings at Sacramento-area offices required. In addition to working with Sacramento-based staff, may interact with Branch and Regional staff and members of the public, in the field, via email and telephone. Will primarily work in a laboratory setting and/or remotely. The position may require the incumbent to wear a uniform identifying the employee as CDFW staff.</p>

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

PRINT SUPERVISOR'S NAME	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.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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