

DUTY STATEMENT

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

☐ **CURRENT****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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations – Native Fishes Unit – Stockton, CA	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0835-905

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the supervision of a Senior Environmental Scientist (Supervisory), this position provides field and laboratory support for the Bay Delta Region's Interagency Ecological Program.

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.)
35%	ESSENTIAL FUNCTIONS: FIELD COLLECTION: Led by Environmental Scientists, Fish and Wildlife Technicians, and Fish and Game Vessel Mates, assist with the collection and recording of biological and environmental data from various IEP monitoring surveys. Duties include: deploying and retrieving fish and zooplankton sampling gear; sorting, identifying, weighing, and measuring fish and invertebrates; and recording environmental parameters, such as water temperature. Requires the safe use of formalin and ethanol in outdoor settings to preserve samples in the field. Drive field crews or vehicles to and from marinas.
35%	LABORATORY SAMPLE PROCESSING: Led by Environmental Scientists and Senior Laboratory Assistants, process biological samples in the laboratory. Duties include: sample logging and storage; sample rinsing and preservation; sorting fish and invertebrates from samples; identification and measurement of larval and juvenile fish; enumeration and measurement of fish ovary samples; record sample data on data sheets and enter into a database; clean and maintain laboratory equipment; and safely use and dispose formalin and ethanol used to preserve samples.
15%	PRE- AND POST-SURVEY TASKS: Led by Environmental Scientists and Senior Laboratory Assistants, assists with the preparation for field work by gathering, inspecting, assembling, organizing, and transporting sampling gear, supplies, and other field equipment requiring the operation of a vehicle to and from field sites. Complete post-survey tasks, such as equipment inventory and storage, data sheet review, key entry of data sheets, and quality control procedures for field and laboratory data.
10%	SPECIAL STUDIES: Assist with special studies such as Delta Smelt supplementation and other IEP related tasks as requested.

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5%	<u>NON-ESSENTIAL FUNCTIONS:</u> MISCELLEOUS DUTIES AS NEEDED: Other functions include photocopying and other office work, working on other field surveys or laboratory work as required, and completing attendance and activity reports and other simple administrative tasks. WORKING CONDITIONS: Expected irregular work hours and varying workweek schedules to accommodate fieldwork. Fieldwork aboard a moving research vessel under varying environmental conditions including rough water conditions and inclement weather for up to 12 hours a day. Requires standing and walking on uneven, moving, and slippery surfaces and repetitively lifting sampling gear that weighs up to 40 pounds. Laboratory work involves sitting up to 8 hours a day sorting samples, looking through a dissecting microscope, or entering data into a computer, with the appropriate breaks and walking or standing for brief periods. Field and laboratory work requires handling formalin or ethanol in properly ventilated situations. Must possess a valid driver's license, be able prepared to operate a state vehicle. Driving may be for long distances, often in heavy traffic and early in the morning and requires sitting for long periods of time.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	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