

DUTY STATEMENT

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

☐ **PROPOSED**☒ **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 TBD E-FB 26-002 (1 of 10)
---	--

DFW DIVISION/BRANCH/REGION/OFFICE Wildlife & Fisheries Division/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0835-905
UNIT NAME AND LOCATION Fish Production and Distribution, West Sacramento	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT TBD	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0835-905

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Incumbent will work under the supervision of a Senior Environmental Scientist (Supervisor), and under the direction of a lead Environmental Scientist, in carrying out routine specimen collection, processing, tag extraction, read and archive Coded-Wire Tags (CWT) from adipose fin-clipped Chinook Salmon collected in spawner escapement and angler surveys, and at state-operated anadromous fish hatcheries in California's Central Valley. Incumbent will collect and record associated data and take tissue samples for various genetic analytics. This position is fully funded by Federal Sport Fish Restoration to meet grant objectives.	
--	--

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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Collect adult Chinook Salmon heads from adipose fin clipped fish, scale and tissue samples at Central Valley anadromous salmonid hatcheries. Record biological data associated with sample collections following established protocols. The possession of a valid state driver's license is required to operate state vehicles for travel (up to 5%) to meetings, field sites, and hatcheries with necessary equipment to perform data collection and analysis. Laboratory work consisting of: catalog and process heads taken from adipose fin-clipped Chinook Salmon sampled in the Central Valley. Retrieve, read, and archive CWTs taken from salmon heads. Apply proper techniques and follow established safety procedures for cutting and processing salmon heads, CWT retrieval, decoding, and verification of CWT data. Provide assistance with documenting the distribution of head tags, maintaining inventories of recovered heads, managing cold storage of recovered heads, and arranging for rendering of processed heads. Conduct data entry and verification of CWT reads. Validate reads from salmon stocks of special concern, especially Federal and State endangered species act-listed stocks and those essential to west coast salmon fishery management (e.g., Sacramento River winter and fall-run Chinook Salmon, respectively). Validate all out-of-state recoveries of California CWT releases. Assist project staff with "CWT Outreach Program" that provides CWT and other salmon management information to all sport anglers requesting this information.
25%	
15%	

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 2

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.)
10%	Process scale samples collected at hatcheries and other salmonid survey programs. Clean, mount, photograph, and age adult salmon and steelhead scales for age-reconstruction studies. Process and distribute tissue samples for Parentage-based Tagging (PBT) and other genetic studies.
10%	Drive motor vehicles between the laboratory and sampling sites ranging from 15 to 75 miles one way and could occur in inclement weather conditions. Rarely and on a voluntary basis, travel will result in overnight stays.
5%	Assist other projects, including fishery monitoring programs, hatchery operations and spawner surveys, with the sampling, collection, and spawning operations.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u>
	Perform administrative functions including tracking and preparing purchasing documents for supplies and equipment and maintaining the laboratory and its equipment. Participate in training and develop technical and leadership skills. Perform other office, laboratory and field sampling duties as required.
	<u>WORKING CONDITIONS</u>
	• Work long hours in the field (typically in a hatchery setting) • Drive several hours to sample collection sites (typically on paved roads) • Work outside in all weather conditions • Work several hours in a lab setting (both standing and sitting) • Work several hours looking through a microscope • Work on a computer for several hours a day • - Typical work schedule is weekdays, 8-10 hours per day (not to exceed 40 hours in one week). However, the work schedule may vary, and workdays may include some weekends and holidays. Maximum of 1,500 hours per year and 189 days per term.
	<u>SPECIAL REQUIREMENTS:</u>
	• The possession of a valid state driver's license is required to operate state vehicles for travel to meetings, field sites, and hatcheries with necessary equipment to perform data collection and analysis. • Travel required up to 5% of the time, including travel of a state vehicle to attend meetings, field sites, and hatcheries.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME Mike Brown	SUPERVISOR'S SIGNATURE DATE

DUTY STATEMENT

DFW 242A (REV. 07/18/22) Page 2

**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