

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/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-5582-905
UNIT NAME AND LOCATION Fish Health Laboratory, Rancho Cordova	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 Research Scientist Supervisor II in the California Department of Fish and Wildlife (CDFW) Fisheries Branch - Fish Production and Distribution Unit – Fish Health Laboratory (FHL) located in Rancho Cordova the incumbent will: plan, perform, and analyze molecular assays and general bacteriology projects to provide guidance in managing fish populations for disease surveillance and prevention. Note that the Fish Health Laboratory is in process to relocate to a new laboratory facility in West Sacramento.

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%	ESSENTIAL FUNCTIONS: Plan, organize, and conduct scientific research studies on issues related to aquatic animal health with an emphasis on fish diseases which may include viruses, bacteria, parasites, and fungi. Research studies will focus on improving detection of pathogens, examining pathogen prevalence within a population, investigating pathogen-host transmission, and disease outbreak prevention. Research studies may complement fish health surveillance and/or disease investigations with coordination with other professional staff within CDFW and/or other local, state, or federal agencies. Possession of Driver's License is required for travel to: CDFW operated hatcheries or remote field sites to participate in sample collection for fish health research projects; travel to different locations to submit samples or to conduct molecular assays collected from fish health research projects; and to CDFW operated hatcheries or regional offices to provide results from research studies to higher level scientists, managers, and support staff.
20%	Make independent assessments of results from molecular techniques and assays used to investigate aquatic animal diseases. Interprets and utilizes scientific findings to help manage populations and establish guidelines for: 1) improve detection and identification for pathogens of infectious aquatic diseases; 2) identify mechanisms and modes of infectious disease transmission; 3) provide recommendations for population management based on results to minimize and prevent infectious disease transmission.
15%	Write scientific and administrative reports which summarize research efforts. Create or maintain Standard Operating Procedures related to investigations and molecular techniques used for research efforts. Maintain and update databases from broodstock and population surveillance or research studies and molecular test results.
15%	May serve as a team member on research projects and investigations or act as a technical scientific consultant on a specific phase of a more complex scientific study.

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5%	Prepare regents and media for molecular assays and diagnostic tests.				
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Attend meetings, conferences, and training sessions. Provides training on aquatic animal diseases and prevention for non-technical staff. <u>WORKING CONDITIONS:</u> On occasion, conduct statewide fieldwork in various weather conditions. Driving to remote locations for sample collection and/or investigations. Perform laboratory techniques in the field, at fish hatcheries, and remote laboratory locations. • Position is primarily focused on performing laboratory analysis techniques, data analyses, and management, which often require sitting or standing for long periods of time and maintaining a high level of attention to detail. • Work several hours at a time in a laboratory setting (both standing and sitting). • Work several hours at a time in an office setting (both standing and sitting) 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 and weekends. • Occasional travel, including overnight or multi-day trips. • Possession of a valid State Driver's License is required to operate state vehicles to remote locations when working with hatcheries, wild fishes for field work, and transporting time-sensitive research samples. • Ability to walk on steep or uneven terrain to reach field work sites • Ability to lift 25 pounds. • Telework available in compliance with Department policies.				
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.					
PRINT SUPERVISOR'S NAME Kevin Kwak	<table border="1"> <tr> <th data-bbox="901 1415 1373 1446">SUPERVISOR'S SIGNATURE</th><th data-bbox="1373 1415 1520 1446">DATE</th></tr> <tr> <td data-bbox="901 1446 1373 1503"></td><td data-bbox="1373 1446 1520 1503"></td></tr> </table>	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.					
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