

DUTY STATEMENT

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

☐ **CURRENT****E-WLB 26-003**

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
DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905
UNIT NAME AND LOCATION Wildlife Health Laboratory, Rancho Cordova	CLASS TITLE Fish and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory) for the Wildlife Health Laboratory (WHL), the Fish and Wildlife Scientific Aid is responsible for supporting core functions of the WHL game health program(s). Duties will include, but not be limited to the following:	
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%	<u>ESSENTIAL FUNCTIONS:</u> Game Biological Sample Support: Provides dedicated program support to game programs within WHL. Assists with sample preparation and collection for necropsy, live animals, and disease surveillance. Provides samples organization for necropsy, live animal, and disease surveillance, including assisting with archived sample management. Assists in preparation of biological samples (i.e., necropsies, live animals) and required forms for submission to diagnostic laboratories. Responds to public reports of disease and mortality.
35%	Game Data Support: Enters data for sample archive, necropsy, disease surveillance, live animals, and field captures in WHL databases and laboratory information management system(s) (e.g., Microsoft Office tools, XLIMS). Assists with data management, organization, and/or digitization of records. Assists with computer-aided literature reviews, program research, basic scientific calculations, and drafting reports. Provides support preparing for and conducting staff training; assist with maintenance of WHL digital and web resources.
25%	Core WHL Functions: Assists with routine maintenance and/or repairs, cleaning, inventory, restocking, and organization of lab facilities (e.g., animal holding pens, necropsy room), equipment, and fleet assets (e.g., 4x4 vehicles, ATVs, trailers). Assists with transport of samples, specimens, equipment, carcasses, and live animals. Performs routine tasks in the care and maintenance of live animals (e.g., black bear, beaver), including feeding, watering, monitoring, deep cleaning and disinfecting of animal pens. Assists in physically handling live animals.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; other assigned duties and training programs as appropriate to contribute to the achievement of WHL goals and objectives.
	WORKING CONDITIONS: Ability to use a computer keyboard in a sitting and/or standing position for several hours a day. Ability to lift up to 40 lbs.; field activities may include

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	strenuous physical activity in variable weather conditions. Must attend occasional staff meetings, interact with the public via e-mail, telephone, and in-person; and wear a CDFW uniform. Possession of a valid California driver license required. Ability to drive up to 8 hours and travel throughout the State. Ability to receive pre-exposure vaccinations and/or maintain current adequate antibody titer within 3 months of hire. Ability to work irregular hours including early hours, weekends, and holidays.		
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.			
PRINT SUPERVISOR'S NAME Senior Environmental Scientist Supervisor		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