

**DUTY STATEMENT**

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

☐ **CURRENT****E-WLB 25-034**

**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.*

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| <b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242                                                                                                                                                                                                                                                                                                  | EFFECTIVE DATE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| DFW DIVISION/BRANCH/REGION/OFFICE<br>Wildlife and Fisheries Division/Wildlife Branch                                                                                                                                                                                                                                                                                                                                               | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-035-7890-905                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| UNIT NAME AND LOCATION<br>Wildlife Health Laboratory, Rancho Cordova                                                                                                                                                                                                                                                                                                                                                               | CLASS TITLE<br>Supervising Laboratory Assistant I                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| INCUMBENT                                                                                                                                                                                                                                                                                                                                                                                                                          | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b><br>Under the general direction of the Senior Environmental Scientist Supervisor at the Wildlife Health Laboratory (WHL), the position is responsible for providing oversight of routine, nontechnical laboratory functions, facility operations, and lead the work of WHL support staff. Duties will include, but not be limited to the following: |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                        | 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.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>45%</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b><u>ESSENTIAL FUNCTIONS:</u></b><br><b>Laboratory Operations:</b> Provide oversight of WHL laboratory functions and facility operations. Coordinate and lead weekly staff meetings; maintain WHL shared calendar, TEAMS channel, and SharePoint. Assign Lab Health & Safety monitoring and hazardous waste disposal duties to laboratory staff (e.g., biological materials, chemicals, controlled substances). Maintain WHL fleet assets (e.g., 4x4 vehicles, ATVs, trailers), freezers, and facilities (e.g., animal pens, necropsy room). Implement and maintain a standard radiation safety program for the WHL; train and monitor laboratory staff to ensure compliance with all requirements. |
| <b>25%</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Data and Asset Management:</b> Provide oversight of WHL databases, laboratory information management system(s), necropsy data, and disease surveillance data. Review, maintain, and prepare simple reports and documents, that include standard operating procedures, basic processes, and protocols for laboratory operations, live animal care, biosafety, wildlife health, disease surveillance, and diagnostic testing in coordination with WHL senior staff. Maintain equipment (e.g. microscope, autoclaves, radiation machine) and diagnostic tools (e.g., EPOC Blood Gas & Electrolyte Analyzer) inventory.                                                                               |
| <b>25%</b>                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Animal Holding Facility:</b> Provide oversight of the WHL animal holding facility that includes equipment inventory and operation needs (i.e., maintenance, repairs). Prepare animal care schedule; direct and monitor the work of laboratory staff providing care of live animals (e.g., black bear, mountain lion, beaver) temporarily held at WHL for conservation, enforcement/evidence, diagnostic, or research purposes. Assist with immobilizing and physically handling live animals. Process biological samples from necropsies and live animals.                                                                                                                                        |
| <b>5%</b>                                                                                                                                                                                                                                                                                                                                                                                                                          | <b><u>NON-ESSENTIAL FUNCTIONS:</u></b><br>Perform administrative tasks, including tracking of time worked; attend career development and training programs as appropriate to contribute to the achievement of WHL goals and objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>WORKING CONDITIONS:</b> Ability to direct and supervise the work of laboratory staff engaged in routine, nontechnical laboratory functions. Ability to use a computer keyboard in a sitting and/or standing position several hours a day. Ability to lift up to 40 lbs. Must wear a CDFW uniform, as needed; attend occasional meetings; and interact with regional and branch staff, and members of                                                                                                                                                                                                                                                                                              |

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| DFW DIVISION/BRANCH/REGION/OFFICE<br>Wildlife and Fisheries Division/Wildlife Branch                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | POSITION NUMBER (Agency-Unit-Class-Serial)<br>565-035-7890-905 |             |
| UNIT NAME AND LOCATION<br>Wildlife Health Laboratory, Rancho Cordova                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | CLASS TITLE<br>Supervising Laboratory Assistant I              |             |
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| <b>PERCENTAGE OF TIME PERFORMING DUTIES</b>                                                                                                                                                                                                                                                                                                                                                                                 | 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.)                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                |             |
|                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>the public via e-mail, telephone, and in-person. Possession of a valid California driver license required. Ability to drive up to 8-hours. Must complete WHL Chemical Immobilization certification and at least one live animal immobilization for WHL veterinarian sign-off within 12 months of hire. Must be vaccinated against rabies virus with current adequate antibody titer or willing to receive pre-exposure vaccinations within 3 months of hire. Will work in potential close contact with imperiled and confined wild animals.</p> <p><b>NOTE: Willingness to work long and/or irregular hours, including early mornings, evenings, and weekends.</b></p> |                                                                |             |
| <b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |             |
| <b>PRINT SUPERVISOR'S NAME</b>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>SUPERVISOR'S SIGNATURE</b>                                  | <b>DATE</b> |
| Senior Environmental Scientist Supervisor                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |             |
| <b>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.</b>                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |             |
| <b>PRINT EMPLOYEE'S NAME</b>                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>EMPLOYEE'S SIGNATURE</b>                                    | <b>DATE</b> |
|                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                |             |