

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 TBD RPA: FB 26-001 (1 of 3)
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife & Fisheries Division/Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-7878-XXX
UNIT NAME AND LOCATION Fish Production and Distribution, West Sacramento	CLASS TITLE Senior Laboratory Assistant (Permanent Intermittent)
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 (Supervisor) in the Fish Production and Distribution Unit, the incumbent will work with the lead Environmental Scientist to staff and operate the Central Valley Tissue Archive and the Coded-wire Tag Laboratory and associated field activities. In carrying out contractual obligations of the Central Valley Tissue Archive and supporting Parentage-based Tagging the incumbent will collect and disseminate salmonid tissue samples; and collect routine biological data in age, growth, life history, and stock identification investigations and lead the collection of Chinook Salmon heads at Central Valley hatcheries.

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> Collection of biological samples: Lead, train, assist and provide general guidance to Fish and Wildlife Scientific Aids in collecting tissue samples, scales and the collection of heads from adipose finned-clipped Chinook Salmon for laboratory recovery of Coded-wire Tags (CWT). Ensure samples and data are collected following established protocols and oversee onsite QA/QC of recorded data. Collections occur at state operated hatcheries in the Central Valley and will require driving between 34 and 150 miles. Collect tissue samples and conduct QA/QC at the delta fish salvage facilities. Drive state vehicles from office to field locations, including state operated hatcheries in the Central Valley, Fish Salvage Facilities in the south Delta and other locations as directed
30%	Sample processing: Prepare and maintain chain of custody records pursuant to scientific collecting permits, code violations, and California Endangered Species Act take permits. Process scales, otoliths, tissues, and CWT for long-term archival storage. Split and disseminate salmonid tissue samples to authorized researchers for genetic analyses. Perform routine preparation and analysis of scale samples for development of age, growth, life history, and stock identification information of anadromous fishes. Lead, train, assist and provide general guidance to Fish and Wildlife Scientific aids to extract and read CWTs from adipose fin-clipped Chinook Salmon.
20%	Data entry: Enter data for fish samples, scales, otoliths, CWT codes, and genetic tissue samples into existing databases. Perform basic QA/QC checks of databases; make and document corrections as needed.
10%	Maintenance of supplies and equipment. Maintain and procure supplies of dispensable items for both lab and field use including but not limited to collection labels, freezer bags, coin envelopes, microcentrifuge tubes, vials, data sheets, filter paper, alcohol, sample bottles, dissection tools, and microscope slides. Disseminate supply kits to crews collecting samples at hatcheries, escapement surveys, creel surveys and fish salvage facilities.

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5%		Administrative and other assistance. Assist in hiring, training and act as lead person for seasonal employees assigned to the Central Valley Tissue Archive lab. Perform other office and laboratory duties as required.	
5%		<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks. including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of (Program/Region/Branch)'s goals and objectives. <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 several hours on a computer • Willingness to work irregular hours and flexible schedules <u>SPECIAL REQUIREMENTS:</u> • Valid state driver's license is required to drive state vehicles (up to 5%) from office to field locations, including state operated hatcheries in the Central Valley, Fish Salvage Facilities in the south Delta and other locations as directed.	
PRINT SUPERVISOR'S NAME Mike Brown		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