

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/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-5582-905
UNIT NAME AND LOCATION Wildlife 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 supervision of the Environmental Program Manager I of the Wildlife Health Laboratory, the incumbent will plan, organize, and carry out scientific research studies of limited scientific scope and complexity; may serve as a team member on scientific projects and investigations or act as a technical scientific consultant on a specific phase of a more complex scientific study; make independent decisions in a limited or restricted area of genetics; solve problems using standard principles, procedures, and techniques for genetics when fully trained. This position will support the completion of time-bound grant objectives for two federal grants, including 1) the Pittman-Robertson Big Game and Carnivore Genetics Grant (G2698042) and 2) the State Wildlife Grant (G2598102). Duties include, but are not limited to, the following essential functions:

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%	<u>ESSENTIAL FUNCTIONS:</u> Core Program Support: Support the Wildlife Genetics Research Unit in the Wildlife Health Laboratory in generating and interpreting genomic data sets suitable for assessing genetic variation among Townsend's big-eared bat (<i>Corynorhinus townsendii</i>) populations statewide. Specifically, assist with a State Wildlife Grant-funded and California Conservation Genomics Project-funded investigation, including Illumina sequencing library preparation, bioinformatic processing of Illumina short-read data, and analysis of single nucleotide polymorphisms (SNPs) variants to determine genomic diversity and adaptive differentiation between populations from contrasting natural environments. As directed, participate in meetings via in-person or virtually involving regions, programs, or partners involved with Townsend's big-eared bat research.
35%	Genomic Analysis and Bioinformatics Support: Generate and interpret SNP data sets suitable for estimating genetic diversity, population structure, kinship, effective population size, and improving genetic management, as needed for various California game species. Optimize restriction site assisted digest sequencing (RAD-Seq) libraries capable of genotyping loci from wildlife samples; Prepare DNA libraries for next generation sequencing using the Illumina platform; Includes bioinformatic processing of Illumina short-read data. Interpret results in the context of landscape connectivity and severity of close inbreeding as it pertains to genetic management strategies. Query public DNA sequence databases (e.g., Genbank, Sequence Read Archive); Perform literature reviews and basic statistical analyses.
20%	General Project Support: Generate scholarly outputs, including publications in scientific and departmental journals, give presentations at scientific, internal, or public meetings. Assist with preparation of grant applications in support of this, or closely related projects. Assist with shipping and transport of samples or carcasses to the Departmental laboratory. Assist with organization of laboratory facilities and equipment. Provide sampling material support for field work and research

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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.)	
5%	activities of collaborating field biologists. Travel and drive by vehicle to meetings in-person, when directed. <u>NON-ESSENTIAL FUNCTIONS:</u> Provides support for training classes and workshops. Performs administrative tasks including tracking of time worked. Assists with procurement of laboratory equipment and services, assists with sample cataloging and archival. <u>WORKING CONDITIONS:</u> This position spends about 75% of the day working in a fixed location at a desk with a computer or conducting laboratory work. Attend occasional Departmental meetings, and scientific meetings, to communicate research results. Workdays may include weekends, odd hours (5%), and be time sensitive. Laboratory bench work involves sitting for several hours a day but may involve walking or standing for brief periods. Ability to lift heavy and irregular items (up to 40 lbs.) required. This is a full-time limited-term position for 12 months, with the possibility of a 12-month extension (up to a total of 24 months). This 40-hours-per-week.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Garry Kelley	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