State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☐ **PROPOSED**

☒ **CURRENT**

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: E-FB 26-031

DFW DIVISION/BRANCH/REGION/OFFICE Wildlife and Fisheries Division - Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-5643-003
UNIT NAME AND LOCATION CDFW Genetics Research Laboratory, West Sacramento	CLASS TITLE Research Scientist I Supervisor
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the direction of the Environmental Program Manager I, in the California Department of Wildlife (CDFW) Fisheries Branch, provide oversight to Research Scientists and other scientific staff working in the Genetics Research Laboratory on the Parentage-Based Tagging, Cohort Reconstruction for salmon and eDNA and other genetics projects within CDFW. Develop and oversee complex scientific genetic studies to provide timely genetics data used in the management of California's commercial and ocean recreational salmon fisheries. Develop laboratory workflows and configuration, standard operating procedures for collection and processing of fish tissues, data storage, quality assurance and control procedures, and laboratory safety. Lead genetic assessments and reporting of salmonid genetics data throughout the state.	

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 direct highly complex multi-phase scientific genetic studies in coordination with other agencies and CDFW staff specific to the laboratory phases of Parentage-Based Tagging (PBT) and Chinook Salmon Cohort Reconstruction. Provide expertise for the development of sampling design and tissue collections. Develop and maintain standard operating procedures for laboratory processing and oversee the development and implementation of new genetic markers, sequencing methods, and analytical tools to support program needs. Coordinate and supervise the development, implementation, and maintenance of databases and associated workflows for genetic data storage, analysis, and reporting to support laboratory operations and program objectives related to PBT and Cohort Reconstruction. Provide evaluations and scientific recommendations and serve as a scientific expert in these associated fields. Seek and analyze all relevant technical and other information from sources within and outside the organization to inform the planning and decision-making process. Drive state owned vehicles (up to 5%) to attend meetings, visit hatcheries, and field sites statewide to develop and oversee complex scientific genetic studies and lead genetic assessments.

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30%	Provide leadership of fisheries genetics research laboratory staff in the planning, development, and implementation of laboratory workflows and optimization of laboratory configuration to support research activities. Provide subject matter expertise and supervision to ensure laboratory workflows, procedures, and quality assurance processes are consistently followed. Develop laboratory safety protocols and oversee implementation of those protocols in person. Provide in person oversight on the use of laboratory equipment. Oversee contractual agreements for equipment and other laboratory service contracts and maintain laboratory equipment and supplies. Provide mentorship and technical guidance to support professional development and high-quality scientific work. Coordinate with other Department programs utilizing the Genetics Research Laboratory to plan projects and manage laboratory scheduling and resource allocation
10%	Provide oversight and technical expertise of analysis and reporting of wild and hatchery fish stocks and aquatic invasive species using a variety of genetic methods including PBT, eDNA, etc. to assess presence, genetic stock identification, measures of fitness, and other metrics to assess compliance with invasive species management plans, management of species for Hatchery Genetic Management Plans, and the Pacific Fisheries Management Council and Fish and Game Commission salmon season setting process.
5%	Help establish and review policies related to genetics and fisheries management. Serve as a scientific advisor to CDFW staff and fishery managers on the genetic management of wild and hatchery fish stocks.
5%	Keep abreast of scientific literature and information on fisheries genetics laboratory methods and genetic management strategies. Publish research results in peer reviewed scientific journals and present research results at scientific and technical team meetings.
5%	Provide guidance on archival storage and long-term management of CDFW tissues and serve as a scientific adviser to CDFW staff and fishery managers on field collection protocols, fisheries genetics and transgenic issues.
	NON-ESSENTIAL FUNCTIONS:
5%	Perform administrative tasks, including track of time worked; attend career development and training programs, and seminars as appropriate to contribute to achievement of Fisheries Branch goals and objectives.

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	WORKING CONDITIONS -This is an office centric position. Incumbent must possess the ability to complete in person laboratory and office tasks that require sitting and standing for long periods of time. -Primary work location will be in a laboratory environment with fluorescent lighting, loud equipment and hazardous chemicals. -Required to wear laboratory safety equipment and protective coverings for long periods of time including lab coats, aprons, gloves, ear and eye protection, masks, face shields, and footwear. -Willingness to work unusual hours including early mornings, late nights, and weekends depending on seasonal workload. Overnight or multi-night travel may be necessary to reach fish hatcheries, field sites, and meeting locations. -Ability to walk over uneven and possibly steep or wet terrain at field and hatchery locations with wet slippery aquatic environments with extremes of heat and cold may be required. -Possession of a valid state Driver's License is required. -Drive state owned vehicles (up to 5%) to attend meetings, visit hatcheries, and field sites statewide to develop and oversee complex scientific genetic studies and lead genetic assessments. -Overnight or multi-night travel (up to 5%) may be necessary to reach fish hatcheries, field sites, and meeting locations which may require travel of up to eight or more hours each way.

SUPERVISOR'S STATEMENT: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.**		
PRINT SUPERVISOR'S NAME Kimberly Holley	**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**