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

☒ **PROPOSED**

☐ **CURRENT**

E-WLB 26-009

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 Lab/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 supervision of the Senior Environmental Scientist (Supervisory) for the Wildlife Health Laboratory (WHL) the position provides core program support to the WHL, and health-related activities funded as identified by the wildlife restoration federal grant program. Essential functions include the following duties:	

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.)
	ESSENTIAL FUNCTIONS:
45%	**Core Program Support:** Provide dedicated program support to game and nongame, threatened and endangered species (e.g., mountain lion, brush rabbit), and wildlife health investigations. Provide veterinary technical support, necropsy and lab assistance for wildlife disease surveillance in affected species. Assist with performing necropsies; staining of tissue and blood smears for bacterial and parasite identification; and preparing chemical reagents and bacteriological media. Travel by vehicle for up to 8 hours to assist senior staff conducting wildlife health and disease surveillance work in the field. Assist with sample collection procedures from necropsies and live animals; process serological tests, fecal analyses for parasite identification, biological sample collection (e.g., tissue, blood, parasite), maintenance and storage of biological samples.
25%	**General Program Support:** Provide necropsy and laboratory technical assistance; maintain associated pathology and lab databases. Assist with the inventory of archived and new biological samples. Perform data entry; assist with data quality control, migration, and management of WHL databases. Assist with computer-aided literature reviews, research, data entry and drafting reports, which may include basic scientific calculations. Travel by vehicle to represent the Department by participating in agency partner and/or public meetings. Provide information to members of the public via e-mail, telephone, in-person, and virtually.
25%	**Overall Laboratory Support:** Travel by vehicle for up to 8 hours to assist transporting samples, carcasses, data, equipment, and live animals. Assist with routine maintenance, cleaning, inventory, restocking, procurement, and organization of WHL facilities, equipment, and vehicles. Assist with the handling, care, and monitoring of live animals (e.g., mountain lion, beaver) held at the WHL animal holding pens. Perform routine tasks that may include use of shovel, broom, water, and disinfectants.

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5%	**NON-ESSENTIAL FUNCTIONS:** Perform administrative tasks, including tracking of hours worked, and other duties as assigned. Provide support preparing for and conducting WHL chemical immobilization annual trainings, and special projects, as appropriate to contribute to the achievement of WHL goals. **WORKING CONDITIONS**: Ability to use a computer keyboard in a sitting and/or standing position up to 8-hours a day. Must attend meetings; and interact with Department staff, agency partners, and members of the public via e-mail, telephone, and in-person. Must wear a uniform, as indicated. Ability to lift up to 40 lbs. Must possess a valid driver license. Ability to drive a state-issued 4x4 vehicle up to 8-hours at a time. Ability to conduct field work; fieldwork may involve strenuous physical activity for extended periods in rough terrain and inclement weather. Travel requires up to 20% of the time statewide. Willingness to work long, irregular hours as needed (i.e., early morning, evening, weekend). Must be vaccinated against rabies virus with adequate current antibody titer or willing to receive pre-exposure vaccinations.

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

PRINT SUPERVISOR'S NAME	**SUPERVISOR'S SIGNATURE**	**DATE**
Vicky Monroe, Senior Environmental Scientist (Supervisory)		

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**