

**DUTY STATEMENT**

DFW 242A (REV. 03/18/14)

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	<b>EFFECTIVE DATE</b>
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<b>DFW DIVISION/BRANCH/REGION/OFFICE</b> Bay Delta Region	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b> 565-323-0835-905
<b>UNIT NAME AND LOCATION</b> Delta Smelt Study, Stockton	<b>CLASS TITLE</b> Fish and Wildlife Scientific Aid
<b>INCUMBENT</b>	<b>CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)</b>
<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b> Under the supervision of a Senior Environmental Scientist (Supervisory), this position provides field and laboratory support for the Bay Delta Region's Delta Smelt Study.	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<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>
	<b><u>ESSENTIAL FUNCTIONS:</u></b>
40%	<b>FIELD COLLECTION:</b> Led by Environmental Scientists, assist with the collection and recording of biological and environmental data from the Smelt Larva Survey, Delta Smelt Spring Kodiak Trawl, and Delta Smelt 20-mm Survey. Duties include: deploying and retrieving fish and zooplankton sampling gear; sorting, identifying, weighing, and measuring fish and invertebrates; and recording environmental parameters, such as water temperature. Requires the safe use of formalin and ethanol, used to preserve samples in the field.
40%	<b>LABORATORY SAMPLE PROCESSING:</b> Led by Environmental Scientists and Senior Laboratory Assistants, process biological samples in the laboratory. Duties include: sample logging and storage; sample rinsing and preservation; sorting fish and invertebrates from samples; identification and measurement of larval and juvenile fish; enumeration and measurement of fish ovary samples; record sample data on data sheets and enter into a database; clean and maintain laboratory equipment; and safe use and disposal of formalin and ethanol, used to preserve samples.
15%	<b>PRE- AND POST-SURVEY TASKS:</b> Led by Environmental Scientists and Senior Laboratory Assistants, assists with the preparation for field work by gathering, inspecting, assembling, organizing, and transporting sampling gear, supplies, and other field equipment. Completes post-survey tasks, such as equipment inventory and storage, data sheet review, key entry of data sheets, and quality control procedures for field and laboratory data.
	<b><u>NON-ESSENTIAL FUNCTIONS:</u></b>
5%	<b>MISCELLEOUS DUTIES AS NEEDED:</b> May involve driving field crews or vehicles to and from marinas. Other functions include photocopying and other office work, working on other field surveys or laboratory work as required, and completing attendance and activity reports and other simple administrative tasks.
	<b>KNOWLEDGE AND ABILITIES:</b>
	<b>Knowledge of:</b> Familiarity with the fundamentals of fish and wildlife management and ecology and general concepts principles involved in the departmental assignment.
	<b>Ability to:</b> Read, write and speak English at a level required for successful job performance; organize work and reason logically; analyze situations accurately; collect data in the laboratory and/or field; make and record accurate laboratory and field observations; summarize and analyze laboratory and field data; and write clear, brief reports; rapidly learn to identify fish, wildlife, invertebrates and/or plants; work independently with a minimum of supervision; understand fish and wildlife regulations and explain their purpose to the public; maintain and repair specialized equipment

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	<p>in the field or shop; establish and maintain cooperative relationships with those contacted in the course of the work; follow directions; use computer equipment effectively; gain experience in the methods and ethics of professional conduct and practices.</p> <p><b>DESIRABLE QUALIFICATIONS:</b></p> <p><b>Special Personal Characteristics:</b> College course work in ichthyology, fisheries, and zoology. Experience or familiarity with biological sample collection or laboratory work.</p> <p><b>Interpersonal Skills:</b> Ability to work independently and in a team setting. Must work well with others and respond favorably to feedback.</p> <p><b>Knowledge of:</b> Basics of biology, zoology, and fisheries principles and practices.</p> <p><b>Skill to:</b> Work safely and efficiently on a research vessel collecting biological samples; record data accurately and consistently in the field and laboratory; use common laboratory equipment, including microscopes, balances, and meters; use computers for data entry; manipulate (e.g., with a probe or forceps), count, and measure biological organisms using a dissecting microscope up to 8 hours a day, 5 days a week.</p> <p><b>WORKING CONDITIONS:</b></p> <p>Expected irregular work hours and varying workweek schedules to accommodate fieldwork. Fieldwork aboard a moving research vessel under varying environmental conditions including rough water conditions and inclement weather for up to 12 hours a day. Requires standing and walking on uneven, moving, and slippery surfaces and repetitively lifting sampling gear that weighs up to 40 pounds. Laboratory work involves sitting up to 8 hours a day sorting samples, looking through a dissecting microscope, or entering data into a computer, with the appropriate breaks and walking or standing for brief periods. Field and laboratory work requires handling formalin or ethanol in properly ventilated situations. Must be able to operate a motor vehicle and equipment and be prepared to travel using a State vehicle. Driving may be for long distances, often in heavy traffic and early in the morning and requires sitting for long periods of time.</p>				
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</b>					
<b>PRINT SUPERVISOR'S NAME</b> Robert Fujimura, Senior Environmental Scientist (Supervisory)	<table border="1"> <tr> <th data-bbox="867 1331 1321 1373"><b>SUPERVISOR'S SIGNATURE</b></th> <th data-bbox="1321 1331 1463 1373"><b>DATE</b></th> </tr> <tr> <td data-bbox="867 1373 1321 1415"></td> <td data-bbox="1321 1373 1463 1415"></td> </tr> </table>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>		
<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>				
<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> Vacant, Fish and Wildlife Scientific Aid	<table border="1"> <tr> <th data-bbox="867 1541 1321 1583"><b>EMPLOYEE'S SIGNATURE</b></th> <th data-bbox="1321 1541 1463 1583"><b>DATE</b></th> </tr> <tr> <td data-bbox="867 1583 1321 1635"></td> <td data-bbox="1321 1583 1463 1635"></td> </tr> </table>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>		
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