

DUTY STATEMENT

DFW 242A (REV. 09/28/21)

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 Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0835-905
UNIT NAME AND LOCATION CDFW Genetics Research Laboratory, Sacramento	CLASS TITLE Fisheries and Wildlife Scientific Aid
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0835-905

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS	
Under the supervision of the California Department of Fish and Wildlife (CDFW) Research Scientist (Supervisor I) at the Shellfish Health Laboratory and at the direction of the CDFW Research Scientist III at the Genetics Research Laboratory, the incumbent will assist in the processing, cryopreservation, and genetic analyses of fish tissue samples.	

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.)
45%	<u>ESSENTIAL FUNCTIONS:</u> At the direction of the CDFW Research Scientist III, assist with processing and cryopreservation of milt samples. Perform laboratory activities in support of cryopreservation program objectives including DNA extraction, PCR amplification, genotyping, and sequencing.
20%	At the direction of the CDFW Research Scientist III, assist with statistical analyses of cryopreservation and genetic data.
15%	Assist with the maintenance of a cryopreserved milt archive and preparation and shipping of milt samples in response to requests from state hatcheries.
10%	Perform genetics laboratory housekeeping duties such as preparation of laboratory reagents, ordering and restocking laboratory supplies, cleaning and sterilization of laboratory glassware and equipment as needed.
5%	Operate a vehicle and travel to state hatcheries and field sites for meetings, training, and transportation of milt samples.
	<u>NON-ESSENTIAL FUNCTIONS:</u>
5%	Perform other office and laboratory duties as needed

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	<p>KNOWLEDGE AND ABILITIES</p> <p>Knowledge of:</p> <p>Fundamentals of fish and wildlife management and ecology, and general concepts and principles involved in the departmental assignment.</p> <p>Ability to:</p> <p>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 accurately laboratory and field observations; summarize and analyze laboratory and field data; 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 in the field or shop; establish and maintain cooperative relations with those contacted in the course of the work; follow directions; use computer equipment effectively; and gain experience in the methods and ethics of professional conduct and practices. Certification for SCUBA diving may be required.</p> <p>Willingness to: Work irregular hours including weekends and holidays and to travel in performing field work throughout the State; willingness to do routine work in order to learn; interest in and aptitude in the work; willingness to wear a uniform</p> <p>DESIRABLE QUALIFICATIONS</p> <ul style="list-style-type: none"> • Willingness to work weekdays on a varied schedule • College coursework and/or experience in genetics/molecular biology, chemistry, ichthyology, fisheries, or zoology and career interests in genetics • Attention to detail and ability to keep track of data and large sample sets using spreadsheets and databases <p>Special Personal Characteristics:</p> <p>Close attention to detail; willingness to perform routine tasks; dexterity and ability to work with small items</p> <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> • Incumbent must possess good communication skills, get along well with others, and work in independently and with others for extended periods of time • Ability to interact with the public and maintain a high level of professional integrity <p>WORKING CONDITIONS</p> <ul style="list-style-type: none"> • Travel will be required to and from Genetics Research Laboratory, state hatcheries, and field sites if/when necessary • Workdays will vary each month • Work in the laboratory may involve standing or sitting at equipment stations. May require lifting of 40 pounds or less.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Colleen Burge	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