

**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.*

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE E-FB 23-069
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DFW DIVISION/BRANCH/REGION/OFFICE WFD / Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0835-905
UNIT NAME AND LOCATION Shellfish Health Laboratory, Bodega Bay	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 the supervision of the Research Scientist Supervisor I, this position assists with animal care, disease diagnosis, and laboratory maintenance at the Department's Shellfish Health Laboratory, and field inspections at shellfish farms and other facilities statewide.

<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>
45%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Assist with shellfish necropsy and disease diagnosis using techniques such as (Polymerase Chain Reaction) PCR, microbiology and related techniques. Maintain animal life support systems for abalone and other shellfish, including filter maintenance, siphoning tanks and collecting and feeding algae. Conduct animal necropsies with appropriate sample preservation and data acquisition and analysis. Conduct laboratory maintenance such as washing glassware, autoclaving trash, and ordering supplies.</p>
35%	<p>Assist permanent staff on a broad range of duties involving health and disease management of cultured and wild shellfish populations, management of research and public exotic species holding systems, and support for federal Endangered Species Act (ESA) listed white abalone and black abalone recovery efforts. Assist with the development of diagnostic protocols for novel aquatic animal pathogens to aid management efforts. Assist with research for publication in peer-reviewed journals.</p>
10%	<p>Assist with field inspections of shellfish aquaculture facilities and aquaria throughout the state.</p>

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5%	<p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p> <p>Perform administrative task, 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.</p>
5%	<p>Conduct independent research resulting in report publication in peer-reviewed literature.</p> <p><b>Special Personal Characteristics:</b></p> <p>Ability to act independently and master complex laboratory techniques. Close attention to detail; willingness to perform routine tasks; dexterity and ability to work with small items. Ability to communicate effectively in both written and verbal communication. Interest in conducting high-quality research for publication in peer-reviewed journals.</p> <p><b>Interpersonal Skills:</b></p> <p>Work independently and in a team setting. Ability to work effectively with others in a variety of field and laboratory settings. Ability to interact with the public and maintain a high level of personal integrity.</p> <p><b><u>WORKING CONDITIONS:</u></b></p> <ul style="list-style-type: none"> <li>• Work in the laboratory may involve standing or sitting at equipment stations</li> <li>• Workdays will vary each month</li> <li>• Ability to use a computer keyboard up to several hours a day</li> <li>• Involves standing for multiple hours, moving objects such as buckets and bins, working in the intertidal environment and mudflats, working outside in poor weather.</li> <li>• Occasional vehicle travel throughout the state</li> <li>• May require lifting of 40 pounds or less</li> </ul>

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

PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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**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
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