**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  06/01/204 |
| --- | --- |
|  |  |
| DFW DIVISION/BRANCH/REGION/OFFICE  Office of Spill Prevention and Response | POSITION NUMBER (Agency-Unit-Class-Serial)  565-071-0835-905 |
| UNIT NAME AND LOCATION  Response Technology & Support Branch, MWVCRC | CLASS TITLE  Fish and Wildlife Scientific Aid |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)  565-071-0835-905 |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS  Under the supervision of the Senior Environmental Scientist (Supervisor), with direction from an Environmental Scientist Lead Person, the Fish and Wildlife Scientific Aid will assist in performing a variety of scientific tasks in support of marine wildlife research at the Marine Wildlife Veterinary Care & Research Center. | |

| **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.) | | |
| --- | --- | --- | --- |
| 30%  30%  25%  10%  5% | **ESSENTIAL FUNCTIONS**:  Assist the Veterinarian Specialist and other staff at the Marine Wildlife Veterinary Care & Research Center (MWVCRC) with post-mortem examinations in support of sea otter and other marine wildlife pathology investigations;  Assist with organization of histology blocks and slides; scan data sheets and enter data into a database; assist with error-checking data.  Assist with cleaning and restocking the laboratory and laboratory equipment; clean laboratory laundry; assist with disposal of carcasses at the local landfill.  Assist staff with field work, including collection and transport of sea otter carcasses.  **NON-ESSENTIAL FUNCTIONS:**  Perform administrative tasks, including tracking of time worked; attend training programs as appropriate to contribute to the achievement of the Department’s goals and objectives.  **Special Personal Characteristics:** Demonstrated ability to act independently; self-motivated; familiarity with database applications; willingness to handle wildlife specimens and laboratory chemicals; willingness to do routine work in order to learn; interest in and aptitude in the work.  **Interpersonal Skills**: Ability to work in a team setting and communicate effectively both verbally and in writing.  **WORKING CONDITIONS**: Work in an office environment that involves sitting most of the time and the use of a computer for several hours of the day. Work in a laboratory where in adherence to standard safety protocols, incumbent will be exposed to formalin and other laboratory chemicals, and occasionally to radiation from x-rays. Must be able to operate a motor vehicle and be prepared to travel using a State vehicle. May be required to drive long distances seated for extended periods of time. | | |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** | | | |
| **PRINT SUPERVISOR’S NAME**  Laird Henkel, Senior Environmental Scientist (Supervisor) | | **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** |