



**DUTY STATEMENT**

DFW 242A (REV. 09/28/21) Page 2

<b>INSTRUCTIONS:</b> A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE	
DFW DIVISION/BRANCH/REGION/OFFICE WFD/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905	
UNIT NAME AND LOCATION Wildlife Health Laboratory, 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 the direct supervision of the Senior Environmental Scientist (Supervisor) for the Wildlife Health Laboratory (WHL), this federal grant-funded position provides dedicated program support to the mountain lion health program, and Rabbit Hemorrhagic Disease response, surveillance, necropsy, and related research activity.		
<b>PERCENTAGE OF TIME PERFORMING DUTIES</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.)	
	<p><b>Special Personal Characteristics:</b> Ability to follow directions precisely, conduct work thoroughly, with attention to detail. Excellent time management and organizational skills. Willingness to do routine work to learn; aptitude in the work. Knowledge and/or experience with Microsoft Excel, ArcGIS, R software preferred.</p> <p><b>Interpersonal Skills:</b> Demonstrated ability to work well independently and in a team setting with open-mindedness and flexibility. Shows courtesy, respect and tact towards co-workers and members of the public.</p> <p><b>WORKING CONDITIONS:</b> Willingness to work long, irregular hours, wear a uniform, and to travel and perform field work throughout the State. Field activities may include strenuous physical activity in variable weather conditions. Must feel comfortable with potential close contact with imperiled and/or confined wild animals. Possession of a valid driver license required. Office setting requires using computer keyboard at least several hours a day. Ability to lift up to 40 lbs. Must attend occasional meetings. In addition to working with Sacramento-based staff, may interact with Regional staff and members of the public, in the field, via e-mail and telephone. Must be vaccinated against rabies virus with adequate current antibody titer or willing to receive pre-exposure rabies vaccinations. <b>Frequent weekend and holiday work required.</b></p>	
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b>	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
Victoria Monroe, Senior Environmental Scientist (Supervisory)		
<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>	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>