

E-WLB 24-019

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.

	: A duty statement and organizational	EFFECTIVE DATE				
	bmitted with each Request for					
Personnel Action						
DFW DIVISION/BRANCH/REGION/OFFICE		POSITION NUMBER (Agency-Unit-Class-Serial)				
WFD/Wildlife Branch		565-035-0835-905				
UNIT NAME AND LOCATION		CLASS TITLE				
Wildlife Health Laboratory, Rancho Cordova		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),						
		rogram support to the mountain lion health program, and Rabbit				
	ease response, surveillance, necropsy					
PERCENTAGE	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE					
		RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE				
PERFORMING DUTIES	HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)					
DOTIED						
	ESSENTIAL FUNCTIONS:					
	Core Program Support: Provide dedicated program support to the statewide nongame health					
45%	program with a focus on federal grant funded mountain lion health (G2498020) and rabbit					
	hemorrhagic disease (RHD) (G2198096) surveillance and response projects. Assist with wildlife					
		th mountain lions and wild lagomorphs (e.g., federally listed				
	Riparian brush rabbit); provide technical support and laboratory assistance for disease					
	surveillance in wild lagomorphs. Assist with field capture (e.g., traps, immobilization), handling					
	physically examination, sampling, and vaccination of wild lagomorphs against RHD. Assist					
	performing necropsies; stain tissue and blood smears for bacterial and parasite identification;					
	prepare chemical reagents and bacteriological media; and submit samples for additional testing					
	by veterinary pathologists and agency partners.					
	by veterinary patriologists and agency particles.					
	General Program Support: Assi	st with laboratory and sample collection procedures from				
40% necropsies and live animals, processing serological tests, fecal analyses for parasit						
	sue, blood, parasite); inventory and maintenance of biological					
	samples archive. Maintain mountain lion health database; assist with preparation of legisla					
	mandated annual report of necropsies for depredation-take mountain lions to the Fish and Ga					
	Commission. Perform data management, including data entry and quality control, for the I					
		athology and laboratory databases. Conduct computer-aided				
		ng reports, which may include basic scientific calculations.				
	Provide public information, answer					
400/	Overall Laboratory Support: Assist with the transport of samples, carcasses, data, equipment,					
10%	and live animals. Assist with the routine maintenance, cleaning, inventory, restocking, and					
		ment, and vehicles, including scheduling of vehicle and/or				
		ir. Assist with the care and maintenance of live animals				
		earch, conservation, or evidence purposes.				
		caron, conservation, or evidence purposes.				
	NON-ESSENTIAL FUNCTIONS:					
	Perform administrative tasks, including tracking of hours worked, support staff conducting training,					
5%	5% Ferform administrative tasks, including tracking of nours worked, support stall conducting tracking of no					
	Note: Frequent weekend and holiday work may be required.					

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

DFW 242A (REV. 08	, .	-				
, , , , , , , , , , , , , , , , , , , ,			EFFECTIVE DATE			
	Ibmitted with each Request for					
Personnel Action		DOSITIO	NUMPER (Ageney Lipit Class Seriel)			
DFW DIVISION/BRANCH/REGION/OFFICE		POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0835-905				
WFD/Wildlife Branch UNIT NAME AND LOCATION		CLASS TITLE				
Wildlife Health Laboratory, Rancho Cordova		Fish and Wildlife Scientific Aid				
INCUMBENT		CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)				
		CONTREME FOR TOTAL TOTAL CONDENCE (Agency-Onit-Olass-Ochar)				
BRIEFLY DESC	RIBE THE POSITION'S ORGANIZATIO	ON SETTIN	G AND MAJOR FUNCTIONS			
Under the direct supervision of the Senior Environmental Scientist (Supervisor) for the Wildlife Health Laboratory (WHL),						
			port to the mountain lion health program			
	ease response, surveillance, necropsy					
PERCENTAGE INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE						
OF TIME PERFORMING	OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)					
DUTIES			SE SIDE II NECESSART.)			
	Special Personal Characteristics: 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.		5	,		
	· ·					
			work well independently and in a team			
		Shows cou	rtesy, respect and tact towards co-v	workers and		
	members of the public.					
	WORKING CONDITIONS:					
	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					
			none. Must be vaccinated against rabi			
			ceive pre-exposure rabies vaccination			
	weekend and holiday work requir	red.		-		
SUPERVISOR'S	STATEMENT: I HAVE DISCUSSED 1		S OF THE POSITION WITH THE EMPL	OYEE.		
				-		
PRINT SUPERV	ISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE		
Victoria Monroe, Senior Environmental Scientist (Supervisory)						
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 EMPLOY		JUNADLE	EMPLOYEE'S SIGNATURE	DATE		
			LINI LOTEL S SIGNATURE			