**E-R2 HC 23-035**

**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  North Central Region | POSITION NUMBER (Agency-Unit-Class-Serial)  565-243-0764-XXX |
| UNIT NAME AND LOCATION  Region 2 Fisheries Program, Rancho Cordova | CLASS TITLE  Senior Environmental Scientist, Supervisory |
| INCUMBENT | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONS  Under the direction of the Environmental Program Manager (EPM), and as part of the North Central Region Fisheries Leadership Team, the incumbent is responsible for directing hatchery program activities which involve a broad range of technical and biological work relating to fish production and distribution. Hatchery programs are managing complex issues associated with aquatic species life history; local, state, and federal regulations; sensitive aspects of private and public values and socioeconomic issues; and related activities. Incumbent provides leadership for hatchery programs at the Feather River Hatchery and the associated Annex Facility within Region; helps develop partnerships with local governments, other state and federal agencies, and non-government organizations important for implementation of the hatchery programs. The incumbent is responsible for contract management and coordinating the hatchery program activities within the region, as well as coordinating these activities with other regions and divisions. In addition, the incumbent is expected to closely monitor and manage politically sensitive elements of the hatchery program and keep the EPM apprised of any developing significant issues. It is essential that the incumbent have strong communication skills and abilities to work with people and to identify and assist in the development of cooperative partnerships; to have a broad understanding of biological, political, and legal issues and policies associated with the above hatchery program; and assists staff in accomplishing specific hatchery program and regional goals. Work in this position requires a high degree of personal initiative and independent judgement. Public contacts made in the course of this work are highly sensitive and involve a wide variety of special interest groups. The consequence of error in performing these duties may have highly significant and long-lasting implications for CDFW, public trust resources and the public. Specific duties and responsibilities are as follows: | |

| **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.) | | |
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| 35%  25%  25%  10%  5% | **ESSENTIAL FUNCTIONS**:  Supervision: Provides direct supervision to multiple CalHR classifications including Hatchery Managers and Environmental Scientists engaged in hatchery operations. Assign and distribute work, monitor, and evaluate performance, prepare annual performance reviews, determine training needs, and approve training requests, implement three phases progressive discipline, verifying and approving employee’s attendance and leave requests. Conduct all aspects of employee relations including exercising authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, and discipline, while understanding employee’s rights regarding labor relations. Provides technical guidance to programs regarding administrative duties including personnel, Americans with Disabilities Act, Equal Employment Opportunity (EEO) laws, budgets, travel, training, labor relations, supply and equipment matters. Works with Hatchery Managers to plan and organize work assignments, develop work plans, and program goals. Applies Regional Standard Operating Procedures (SOP).  Hatchery operations oversight and permitting compliance: Provides guidance, conducts reviews and analyses, provides comments, and coordinates implementation of the Hatchery Scientific Review Group recommendations and Hatchery Genetic Management Plan requirements including production goals, conservation goals, performance standards and monitoring and evaluation. Ensures National Pollutant Discharge Elimination System permit reporting is completed as well as annual operations and maintenance plans are developed along with hatchery annual reports. Maintain Emergency Action Plans, Safety Plans, and SOPs for Preventative Maintenance, biosecurity, spawning, tagging, rearing, release of fish, and coordination of research projects and special studies. Develops policy and coordinates with other hatcheries on statewide activities.  Coordination: Coordinate closely with Regional Fisheries Program supervisors on hatchery program activities and in assuring consistency in procedure with the other hatcheries in the Region and ensure staff are coordinating closely. Coordinate closely with Fisheries Branch on statewide hatchery program activities and Fish Health Lab support in fish production. Represent the Department at various meetings and conferences, and public meetings. Maintain effective public relations and close liaisons with other government agencies and support tribal engagement. Inform agencies and stakeholders of status in hatchery production and stocking and provide production release notifications. Engage in Department mid-level manager efforts. Participate in the statewide Hatchery Operations Committee. Coordinate with Fisheries Branch and Regional Management in developing policy and assisting in statewide activities and consistency, relating to such issues as: fish stocking program, net pens, culture of various salmonid fishes, labor relations, safety, and equipment. Help prioritizes Regional and statewide Capital Outlay and Special Repair projects. Represent the Region and the Department in matters relating to fish production and distribution, and anadromous fish conservation in dealings with other state and federal agencies and stakeholders and in dealings with other agencies relating to waste discharge, air quality, toxic materials, Federal and State Environmental Quality and Security, and employee/public health. Ensures compliance with all permits and plans. Advises management of foreseeable important or controversial issues.  Contract Management and Budget Tracking: Leads reimbursable and payable contract negotiations and renewals for Feather River Hatchery and the associated Annex Facility. Administers and oversees budget allocations to the hatchery, approves expenditures, reviews, and approves invoices, oversees contracts, grants, and annual reporting, and ensures contract deliverables are met. Track hatchery allotments and usage and ensure operations are within budget.  **NON-ESSENTIAL FUNCTIONS:**  Participate in the response and development of bill analyses. Assist with strategic planning activities in the North Central Region. Maintain professional knowledge in the subject areas of scientific and technical disciplines through literature review, trainings, seminars, workshops and/or professional societies.  Perform fiscal administration duties including tracking allotments and expenditures. Prepare bill analyses, budget change concept papers and budget change proposals. Participate in the North Central Region Senior Management Team.  **DESIRABLE QUALIFICATIONS:**  **Special Personal Characteristics:** Strong communication skills demonstrated ability to work independently, high degree of initiative and flexibility. Ability to recognize staff strengths and provide mentorship.  **Interpersonal Skills**:  Work independently and in a team setting.  **WORKING CONDITIONS**:  The position requires the use of a computer for several hours each day, the completion of office tasks that require sitting, standing, and walking to other locations; attendance at meetings and participation in conference calls. The position may require travel throughout the State including overnight travel, early mornings, late nights, hiking over uneven and possibly steep or wet terrain, use of 4-wheel drive vehicle, operating motor vessels, and work in inclement weather. A valid California's driver's license is required to drive to meetings and field sites. The position requires the incumbent to wear a uniform identifying the employee as CDFW staff on certain occasions. | | |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** | | | |
| **PRINT SUPERVISOR’S NAME**  Colin Purdy | | **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** |