

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.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE TBD RPA: E-FB 25-034
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CDFW DIVISION/BRANCH/REGION/OFFICE WFD - Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0765-010
UNIT NAME AND LOCATION Fish Production and Distribution	CLASS TITLE Senior Environmental Scientist (Specialist)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the supervision of the Senior Environmental Scientist (Supervisory), the incumbent serves as the Statewide Hatchery Coordinator and is responsible for complex scientific, technical, management, and communication functions supporting Fisheries Branch's Fish Production and Distribution Unit priorities. The incumbent coordinates statewide hatchery operations and fish stocking practices in compliance with statutes, environmental requirements, CDFW policy, and resource stewardship objectives. This position performs highly independent scientific and programmatic work with significant management, operational, and public implications. The incumbent provides statewide technical expertise and prepares policy guidance in hatchery and fisheries sciences, coordinates with regional and external partners, and supports implementation of strategic hatchery and inland fisheries management objectives. Desirable qualifications include a degree in biological sciences with emphasis in hatchery or fisheries science, knowledge of recreational angling and inland fisheries management, and several years of experience working with hatchery operations.	
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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.)
20%	ESSENTIAL FUNCTIONS: Coordination and Planning: Coordinates statewide scientific and operational planning for CDFW's 22 fish hatcheries. Serves as a voting member of the Hatchery Operations Committee (HOC) and coordinates with Fisheries Branch leadership, Regional staff, hatchery personnel, and partner agencies on hatchery operations, fish production, and stocking priorities. Evaluates scientific literature and provides guidance for improvements in fish husbandry, hatchery technology, nutrition, broodstock genetics, aquatic invasive species prevention, and operational efficiency to support implementation of best available science and ecological principles within hatchery operations and stocking practices. Coordinates review of scientific research proposals involving hatchery resources and supports implementation of the Strategic Plan for Trout and Inland Salmon Hatcheries 2022-2032 as well as the Strategic Plan for Trout Management, as applicable. Identifies, develops, and coordinates training related to hatchery operations and fish culture practices. Overnight travel is required for site visits, operational assessments, meetings, and resolution of hatchery issues.
20%	Technical Support: Provides statewide technical support and guidance related to hatchery operations, fish culture practices, and fish stocking programs. Collaborates with Fisheries Branch, regional, and hatchery staff, as well as state and federal partner agencies to address operational challenges, improve hatchery and stocking efficiency, and support strategic program objectives. Revises and implements aquatic invasive species monitoring and reporting policy for hatcheries. Works with Fish Health Laboratory staff to provide technical guidance regarding fish husbandry, disease prevention, and treatment strategies. Designs, coordinates, and evaluates hatchery studies, including fish feed and production efficiency studies.
15%	Data Management: Lead and is the business owner of Data and Technology Division hatchery data management systems, including aquaManager and provides directions to Data and Technology

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	Division for maintaining and enhancing the programs. Develops data quality assurance plans and data quality control reviews and coordinates resolution of data discrepancies with hatchery staff. Provides hatchery data extracts and technical information in response to internal, external, and Public Records Act requests. Develops and maintains the Hatchery Data Management Plan in accordance with CDFW Data Governance Policy. Coordinates with other branch data managers to promote reporting analytics and interoperability of data systems.
10%	Compliance: Ensures fish stocking practices comply with CDFW 2010 CEQA Environmental Impact Report and Statement and coordinates with regions developing fish allotments to waters of the state. Reviews hatchery egg and fish requests for compliance with the California Endangered Species Act and are properly permitted through FGC §1002-1003. Reviews and may assist with National Pollutant Discharge System Permit (NPDES) compliance issues and co-develop corrective actions. Serves as a backup to the statewide NPDES coordinator. Reviews hatchery operations plans for compliance with Endangered Species Act Section 10d and section 7 permits.
10%	Communications and Outreach: Represents CDFW hatchery programs in coordination with state and federal agencies, universities, stakeholders, and the public. Presents scientific, operational, and programmatic information at meetings and conferences. Participates in Hatchery Operations Teams meetings to communicate statewide hatchery policies, priorities, and initiatives. Coordinates with outreach and interpretive programs. Develops outreach materials in coordination with the Office of Communications, Education and Outreach (OCEO), including press releases, website content, social media, and other public facing communication materials.
10%	Travel: To support the essential functions of Coordination and Planning, Provide Technical Support and Compliance overnight travel and extended driving is required to visit remote hatcheries with limited surrounding public infrastructure and emergency services.
5%	Reports: Reviews and/or co-authors hatchery annual reports. Prepares and/or reviews various hatchery Best Management Plans, spawning and release plans, HACCP's (Hazard Analysis Critical Control Point), and others.
5%	Administrative: Coordinates with the Hatchery Operations Committee on capital outlay and deferred maintenance priorities. Assists with budget development and tracking, project planning, and procurement activities. Coordinates centralized procurement efforts, including fish feed contracts and Department of General Services purchasing processes.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of the Fish Production and Distribution Unit's goals and objectives. <u>WORKING CONDITIONS:</u> Primarily office based. Will require sitting or standing at a computer for long periods of time. Will require travel including overnight or multi-day travel via driving state owned vehicles and/or commercial air travel for site assessments, meetings, and conferences. Telework available in compliance with Department policies. <u>SPECIAL REQUIREMENTS:</u> - Occasional travel (up to 5%), including some overnight or multi day travel operating Department vehicles to remote locations when working with hatcheries, in the field, or to present at conferences or workshops. - Possession of a valid State Driver's License is required.

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME Mike Brown	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

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CDFW DIVISION/BRANCH/REGION/OFFICE WFD - Fisheries Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-033-0762-010
UNIT NAME AND LOCATION Fish Production and Distribution	CLASS TITLE Environmental Scientist
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the close supervision of the Senior Environmental Scientist (supervisory), the incumbent serves as the Statewide Hatchery Coordinator and is responsible for complex scientific, technical, management, and communication functions supporting Fisheries Branch's Fish Production and Distribution Unit priorities. The incumbent coordinates statewide hatchery operations and fish stocking practices in compliance with statutes, environmental requirements, CDFW policy, and resource stewardship objectives. This position performs independent scientific and programmatic work with management, operational, and public implications. The incumbent provides statewide technical expertise in hatchery and fisheries sciences, coordinates with regional and external partners, and supports implementation of strategic hatchery and inland fisheries management objectives. Desirable qualifications include a degree in biological sciences with emphasis in hatchery or fisheries science, knowledge of recreational angling and inland fisheries management, and several years of experience working with hatchery operations.	
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20%	ESSENTIAL FUNCTIONS: Coordination and Planning: Coordinates statewide scientific and operational support for CDFW's 22 fish hatcheries. Serves as a voting member of the Hatchery Operations Committee (HOC) and coordinates with Fisheries Branch leadership, Regional staff, hatchery personnel, and partner agencies on hatchery operations, fish production, and stocking priorities. Evaluates scientific literature and recommends improvements in fish husbandry, hatchery technology, nutrition, broodstock genetics, aquatic invasive species prevention, and operational efficiency to support implementation of best available science and ecological principles within hatchery operations and stocking practices. Coordinates review of scientific research proposals involving hatchery resources and supports implementation of the Strategic Plan for Trout and Inland Salmon Hatcheries 2022-2032 as well as the Strategic Plan for Trout Management, as applicable. Identifies, develops, and coordinates training related to hatchery operations and fish culture practices. Overnight travel is required for site visits, operational assessments, meetings, and resolution of hatchery issues.
20%	Technical Support: Provides statewide technical support and coordination related to hatchery operations, fish culture practices, and fish stocking programs. Collaborates with Fisheries Branch, regional, and hatchery staff, as well as state and federal partner agencies to address operational challenges, improve hatchery and stocking efficiency, and support strategic program objectives. Coordinates aquatic invasive species monitoring and reporting requirements for hatcheries. Works with Fish Health Laboratory staff to provide technical guidance regarding fish husbandry, disease prevention, and treatment strategies. Designs, coordinates, and evaluates hatchery studies, including fish feed and production efficiency studies.
15%	Data Management: Coordinates with Data and Technology Division to maintain and enhance hatchery data management systems, including aquaManager. Coordinates development of data

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	quality assurance plans and data quality control reviews and coordinates resolution of data discrepancies with hatchery staff. Provides hatchery data extracts and technical information in response to internal, external, and Public Records Act requests lead by a senior. Coordinates the Development and maintains the Hatchery Data Management Plan in accordance with CDFW Data Governance Policy. Coordinates with other branch data managers to promote reporting analytics and interoperability of data systems.
10%	Compliance: Coordinates with Regional and Fisheries Branch staff that fish stocking practices comply with CDFW 2010 CEQA Environmental Impact Report and Statement and with regions developing fish allotments to waters of the state. Reviews hatchery egg and fish requests for compliance with the California Endangered Species Act and are properly permitted through FGC §1002-1003. Reviews and may assist with National Pollutant Discharge System Permit (NPDES) compliance issues and co-develop corrective actions. Serves as a backup to the statewide NPDES coordinator. Reviews hatchery operations plan for compliance with Endangered Species Act Section 10d and section 7 permits.
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