

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

☒ CURRENT**E-R2 H 26-001****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) 565-243-0782-503
UNIT NAME AND LOCATION Nimbus Fish Hatchery, Rancho Cordova, CA	CLASS TITLE Fish Hatchery Manager I
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS:

Under the direction of the Fish Hatchery Manager II, and in close coordination with the North Central Region Hatchery Management Team and partnering agencies, the incumbent coordinates the implementation of artificial propagation programs and facility maintenance tasks at the Nimbus Fish Hatchery. The incumbent is the first line supervisor to technical staff, including Fish Habitat Assistant and Fish and Wildlife Technician classifications. Additionally, the incumbent assumes the responsibilities of the Fish Hatchery Manager II in their absence.

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.)
35%	ESSENTIAL FUNCTIONS: Artificial Propagation Programs: Under the direction of the Fish Hatchery Manager II, and in close coordination with the North Central Region hatchery management team, the incumbent will supervise, lead, and assist hatchery personnel at a large complex salmon and steelhead hatchery. This includes coordinating, delegating and participating in the duties of trapping, spawning, rearing, and releasing anadromous salmonids in accordance to developed spawning and release protocols and Hatchery and Genetics Management Plans (HGMPs). These duties will include the care of eggs and fry, fish inventory and growth tracking, feeding rate calculations and preparing feed schedules, pond cleaning, fish marking and tagging logistics, release schedule coordination, and monitoring fish/egg condition, health, densities and apply treatments as directed.
25%	Facilities Operations: The incumbent directs and assists staff in the maintenance, repair, and improvements to equipment, facilities, and grounds. The incumbent will participate in the procurement of equipment and supplies necessary for the operation and maintenance of the facility. This work also includes directing and assisting in monitoring, data management, and reporting for National Pollutant Discharge Elimination System (NPDES) permitting and Aquatic Invasive Species (AIS).
15%	Administration: The incumbent is the first line supervisor for hatchery staff, including Fish Habitat Assistant and Fish and Wildlife Technician classifications, performing duties of: trapping, spawning, and rearing anadromous salmonids; water quality monitoring and sample collection; facility and equipment maintenance and management; supply and equipment inventories. The Fish Hatchery Manager I is responsible for developing and tracking staff schedules, will assume the responsibilities of the Fish Hatchery Manager II in their absence, and attend meetings and coordinate with partnering agencies, tribes and public.

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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.)	
10%	Learn and utilize hatchery database software and help collect, enter, and maintain hatchery data. Ensure data is reviewed for Quality Assurance / Quality Control and provide summarized hatchery data as needed or requested.	
10%	Personnel Safety and Training: The incumbent will coordinate or conduct the training of staff in work tasks; including the production and release of fish, maintenance of the facility, and safety practices, and will participate in the development and implementation of plans related to the safety of staff and the visiting public, as well as biosecurity.	
5%	<u>NON-ESSENTIAL FUNCTIONS:</u>	
	Public Outreach: Coordinate and interact with members of the public, user groups, stakeholders, and interested parties. May participate in fairs and local events. Professional Development: Attend job-related training courses, technical teams, symposia, and conferences.	
	<u>DESIRABLE QUALIFICATIONS:</u>	
	Special Personal Characteristics: Motivated with a strong ability to communicate with diverse groups; possess a high degree of initiative, flexibility, and a positive attitude.	
	Interpersonal Skills: Demonstrated ability to work independently and collaboratively in a team setting. Must be able to take a leadership role and maintain a productive and professional work environment.	
	<u>WORKING CONDITIONS:</u> The work site will be the Nimbus Fish Hatchery located at 2001 Nimbus Road, Gold River, CA 95670. This position requires wearing an approved uniform identifying as CDFW staff. Work schedule may include weekends, holidays and unusual hours as assigned, required, or necessary. Must be willing to work in remote locations and extreme weather conditions, as required. Must possess and maintain a valid Driver's License required for operating department vehicles. Must be able to use a computer, keyboard, and Microsoft office software several hours a day. Assigned work will involve sitting, standing, walking and manual labor. Occasional travel may be required up to 10% of the time. No State Housing is available.	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	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