

DUTY STATEMENT

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

☐ **CURRENT****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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-343-0762-XXX
UNIT NAME AND LOCATION Hatchery Operations and Interpretive Services Unit – Santa Rosa, CA	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 provides technical and scientific support for the CDFW Bay Delta Region Hatchery Operation Program Unit, which operates the Warm Springs Hatchery (WSH) and Coyote Valley Fish Facility (CVFF) under contract with the United States Army Corps of Engineers (USACE). Working with regional hatchery staff, the incumbent helps ensure hatchery production goals are met and that all recommendations outlined in the Hatchery and Genetic Management Plan (HGMP) for the Russian River Steelhead Integrated Harvest Hatchery Program, as well as requirements under the Endangered Species Act Section 10(a)(1)(A) permit, are fully addressed. The role also serves as database manager for steelhead trapping, production, and release data in the AquaManager system, assists with National Pollutant Discharge Elimination System (NPDES) permit compliance and reporting to the California Integrated Water Quality System (CIWQS), and supports Aquatic Invasive Species (AIS) monitoring and compliance to minimize operational impacts at WSH and CVFF.

The incumbent also supports the Sport Fish Restoration Act (SFRA) Program by coordinating with Bay Delta Region hatchery operations staff and district biologists to efficiently allocate and stock fish throughout Bay Delta Region waters, including revising or developing pre-stocking evaluations to maintain compliance with CDFW Hatchery Environmental Impact Report (EIR)/ Environmental Impact Statement (EIS) requirements. They conduct sport fish population and habitat assessments to improve understanding of lake and reservoir fisheries and develop biologically sound fishery management plans. In addition, the position leads outreach, collaboration, and stakeholder engagement by developing methods to monitor regulation effectiveness, diagnosing causes of reduced angling success, and working with biologists to evaluate management options.

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.)
25%	<u>ESSENTIAL FUNCTIONS:</u> <u><i>Hatchery Genetic Management Plan (HGMP) and Endangered Species Act (ESA) Permit Implementation</i></u> - Assist with the implementation of the Russian River Steelhead Integrated Harvest Hatchery Program, HGMP. Collect and analyze program data to evaluate hatchery operations (spawning, rearing, collection, and release) in relation to performance indicators. - Coordinate and schedule HGMP Technical Advisory Committee (TAC) meetings; document meeting notes, action items, and recommendations; update protocols and guidelines based on approved TAC decisions.

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25%	• Ensure timely completion and submission of required HGMP and ESA compliance documents. Prepare written reports and summaries required under HGMP and ESA Section 10(a)(1)(A) permits. • Review broodstock genetics reports from the USACE-contracted laboratory and ensure spawning practices follow geneticist recommendations. Manage genetic data and sample collections; coordinate with partners to incorporate Natural-Origin NOR adults and juveniles into the integrated hatchery program. Provide technical expertise to ensure compliance with hatchery operational requirements. • Drive a state vehicle to hatchery facilities, meetings, and remote field sites to support program activities. <u><i>Sport Fish Program Support</i></u> • Coordinate and plan with hatcheries operations staff and district fishery biologists to efficiently allocate and stock fish resources throughout the Bay Delta Region waters. Revise existing pre-stocking evaluations (PSE) or develop new PSEs maintain to comply with CDFW Hatchery EIR/EIS. • Conduct sport fish population and habitat assessments that improve understanding of lake and reservoir sport fisheries and develop fishery management plans to ensure consistent and biologically sound fisheries management. • Coordinate regional processing of freshwater fishing-contest permits, ensuring consistency in special conditions and approvals. • Serve as technical expert in regional sport fisheries. • Drive state vehicles to trailer equipment and vessels and operate motorized vessels used to carry out SFRA program duties.
20%	<u><i>Outreach, Collaboration, and Stakeholder Engagement</i></u> • Develop outreach materials such as articles, press releases, social media, and presentations to inform the public about regional sport fishing opportunities and to improve angling success. Coordinate with CDFW Office of Communications, Education and Outreach for approval and dissemination of outreach information. • Develop internal and external partnerships and engage with stakeholders to improve regional sport fisheries and increase angling opportunities and public access. • Provide technical expertise to Tribes, agencies, non-governmental organizations (NGOs), and regional staff on warmwater and coldwater sport fisheries management.
10%	<u><i>Surplus Hatchery Steelhead Disposition</i></u> • Coordinate release of surplus hatchery steelhead into non-anadromous waters with hatchery staff, lake operators, and District Biologists. • Assist with drafting CDFW-Tribal Memoranda of Agreement (MOAs). and maintain records of surplus disposition. • Coordinate with USACE, Sonoma Water, and hatchery staff to avoid scheduling conflicts during tribal fish pickups.
10%	<u><i>AquaManager</i></u> • Perform data entry, database management, and quality assurance/quality control (QA/QC) for AquaManager.

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5%	• Verify and track steelhead production data, including trap logs, spawning events, egg inventories, rearing metrics, operational flows, transfers, and releases. • Support data requests and analyses for production information. • Participate in the AquaManager Working Group to test program functionality and new features. <u><i>National Pollutant Discharge Elimination System (NPDES)/ California Integrated Water Quality System (CIWQS)</i></u> • Coordinate required water sampling for the NPDES permit; ensure proper collection, testing, and documentation. • Enter results into CIWQS for review and submission; train staff in correct sampling techniques. • AIS Monitoring, Compliance, and Pathology • Assist hatchery managers with review and updates to WSH and CVFF Hazard Analysis Critical Control Point (HACCP) plans. • Provide AIS and pathogen prevention training for hatchery staff. • Coordinate with regional AIS and Pathology programs to reduce transmission risks.
5%	<u>NON-ESSENTIAL FUNCTIONS:</u> <i>Professional Development:</i> Participate in training opportunities that advance professional development. <u>WORKING CONDITIONS:</u> Partial office setting using a computer keyboard and Microsoft Office software several hours a day. Work outdoors includes completing tasks in varying weather conditions and walking on uneven surfaces. Must have ability to swim at least fifty (50) yards and stay afloat for at least five (5) minutes. Must be able to move forty (40) pounds. Occasionally work weekends and holidays based upon operational need. Must possess a valid driver's license and be able to operate a motor vehicle to travel to WSH, CVFF, and fieldwork as required, including night, weekend, and holiday work on occasion. Must be able to operate the vehicle while trailering a vessel. Must be able to work aboard and operate a motorized vessel. Must possess California Boater Card and will be required to obtain a Motorboat Operator Training Course (MOTC) certificate. <u>ADDITIONAL REQUIREMENTS:</u> Periodic required use of respirators and participation in the Department's respirator protection program, and other required personal protective equipment (PPE) and certifications. A uniform shall be worn in accordance with CDFW's Operations Manual Section 12901 uniform standards, with eligibility for a uniform allowance based on the employee's bargaining unit contract provisions. Wearing a uniform is required at WSH and CVFF facilities and during field activities associated with hatchery operations.
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.	
PRINT SUPERVISOR'S NAME Ryan Watanabe, Senior Environmental Scientist (Supervisory)	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.	
	EMPLOYEE'S SIGNATURE DATE