State of California Department of Fish and Wildlife
DUTY STATEMENT
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**

☐ **CURRENT**

E-R2 H 26-007

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

DFW DIVISION/BRANCH/REGION/OFFICE North Central Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-243-0782-905
UNIT NAME AND LOCATION NCR Hatcheries/Feather River Fish Hatchery, Oroville, 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, the incumbent implements relevant objectives from the California Salmon Strategy for a Hotter, Drier Future and coordinates artificial propagation programs of Central Valley spring-run and fall-run Chinook Salmon and Steelhead at the Feather River Fish Hatchery. The incumbent is the first line supervisor to technical staff, including Fish Habitat Assistant and Fish and Wildlife Technician classifications. Responsibilities include overseeing, participating, and recording data on the trapping, spawning, rearing, and releasing of anadromous salmonids; managing facilities operations; and administering multiple safety and compliance programs. 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.)
	ESSENTIAL FUNCTIONS:
40%	**Artificial Propagation Programs:** Supervise, lead, and assist hatchery personnel at a large complex salmon and steelhead hatchery in coordination with the Fish Hatchery Manager II. Coordinate, delegate and participate in the duties of trapping, spawning, rearing, and releasing of anadromous salmonid eggs and/or fish in accordance with developed spawning and release protocols and Hatchery and Genetic Management Plans (HGMPs). These duties will include, but are not limited to, caring for eggs and fry; calculating feed rations and preparing feed schedules; cleaning ponds; coordinating fish marking and tagging; participating in the development of fish release schedules and occasionally driving work vehicles to release locations; monitoring fish/egg condition, health, and densities; and applying treatments as directed.
30%	**Facilities Operations**: Direct and assist staff in hatchery and facilities maintenance to protect and maintain equipment, buildings, and grounds. Oversee maintenance, repairs, modifications and improvements to equipment and facilities; participate in the procurement of equipment and supplies, such as fish feed, fuel, oxygen and other hatchery facility necessities. Oversee the hatchery monitoring and reporting program for National Pollutant Discharge Elimination System (NPDES) requirements and Aquatic Invasive Species (AIS) reporting. Schedule daily activities, including night and weekend work, and training of hatchery personnel and work in cooperation with partnering agencies. Occasionally drive work vehicles for related tasks, including the pickup of supplies. Assume the responsibilities of the Fish Hatchery Manager II in their absence. Work in cooperation with the California Department of Water Resources on hatchery maintenance and operation of the facility.
15%	**Administration:** Oversee hatchery personnel performing duties of trapping, spawning and rearing anadromous salmonids, water quality monitoring and sampling, vehicle and equipment service usage

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10%	records, supplies and equipment inventories, attendance reports, daily work schedules, feed and chemical inventories, and chemical usage reports. Conduct annual Performance Appraisal Summaries and Individual Development Plans for staff. Apply computer skills for effective use of the hatchery inventory system, AquaManager, and expenditure programs. Provide technical input for the development and implementation of HGMPs to meet the objectives of the hatchery. Attend meetings and work with government agencies, Tribes, and the public. Coordinate with staff, Tribes, researchers, and volunteers to ensure training in all aspects of fish culture for the completion of work assignments. **Personnel Safety and Training:** Train staff in a variety of safety practices, including those pertaining to vehicle operation and the use of shop and hatchery equipment. Administer the Injury and Illness Prevention Program (IIPP), the Hazard Analysis and Critical Control Points (HACCP) plan, safety data sheets, and the Best Management Plan (BMP). Administer additional safety programs as needed, including those for volunteers. Review and respond to grievances.
	NON-ESSENTIAL FUNCTIONS:
5%	**Public Outreach:** Interact with members of the public, maintaining a professional and courteous representation of the Department. Answer questions and describe general daily activities. May participate in fairs and local events. **Special Personal Characteristics:** Possess a high degree of initiative, motivation, flexibility, and a positive attitude. Communicate effectively and respectfully with diverse groups of people. **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. **WORKING CONDITIONS**: The work site will be the Feather River Fish Hatchery located at 5 Table Mountain Blvd, Oroville, CA 95965. Ability to use a computer keyboard several hours a day. Involves sitting, standing, walking and manual labor. Must be willing to work away from the hatchery, as required and wear a prescribed CDFW uniform. This position requires possession of a valid driver's license. Work schedule may include weekends, holidays and unusual hours as assigned, required or necessary to keep fish alive. Work may be conducted in all weather conditions including extreme cold or heat. Occasional travel may be required less than 5% of the time. This position may become permanent if permanent funding becomes available. 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