



# **Fish and Wildlife Technician**

## **Multi-Departmental Open Statewide for CDFW and DWR**

### **FINAL FILING DATE – CONTINUOUS**

### **CUT-OFF DATES: JANUARY 19 and JULY 19**

#### **INTRODUCTION**

Why not work to benefit California's environment? Want to work with dedicated people who value and enjoy their work?

Our employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

For more information on the State examination and hiring process, visit the California Department of Fish and Wildlife website at <https://www.wildlife.ca.gov/employment> or the California Department of Water Resources at <https://water.ca.gov/About/Careers>.

#### **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

#### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

#### **WHO SHOULD APPLY?**

Candidates who meet the minimum qualifications as stated below may apply for this examination once in a 12-month period.

#### **FILING INSTRUCTIONS**

**Cut-off Dates:** January 19 and July 19

Due to the recent impact of the COVID-19 and for the safety of our employees and customers, the drop off location for applications will be temporarily closed. In order to ensure we receive your application, please send your application certified mail to the mailing address indicated on the announcement. The State Examination Application (Form STD 678) may be filed by mail:

## **MAIL TO:**

California Department of Fish and Wildlife  
Attention: HR - Exam Unit  
P.O. Box 944209  
Sacramento, CA 94244

Completed applications and all required documents must be received or POSTMARKED no later than the Cut-off Date for the current administration in order to be considered for the current administration. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application. Applications postmarked or received via inter-office mail after the Cut-off Date for the current administration will be held until the next administration.

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and need special testing arrangements, mark the appropriate box on the application. The exam unit will contact you to make specific arrangements.

## **SALARY INFORMATION**

Range A: \$3,416 – 4,069

This range will apply to those individuals who do not meet the criteria for Range B.

Range B: \$3,545 – 4,437

This range shall apply to persons who have satisfactorily completed the equivalent of two years of Fish and Wildlife Technician, Range A experience; May apply to persons who have the equivalent of two years of satisfactory experience outside of State service performing duties comparable to those of a Fish and Wildlife Technician, Range A, or two years experience in fish hatchery work. (Sixty semester units of college with courses in biological sciences, fisheries management, or a related field may be substituted for one year of experience.)

NOTE: Salaries do not reflect reductions arising from the COVID-19 pandemic. Information for actual reductions is available in the Human Resources Manual, Section 2113, Personal Leave Program (PLP) at <http://hrmanual.calhr.ca.gov/Home/ManualItem/1/2113>. Please refer to the section for Service Employees International Union (SEIU) – Bargaining Units 1, 3, 4, 11, 14, 15, 17, 20 and 21.

## **POSITION STATEMENT**

This is a recruiting and developmental class in which employees, under supervision, perform a variety of tasks in fish and wildlife conservation at fixed or temporary installations in natural habitat and fish hatcheries; work in a major phase of the operation of a fish hatchery; or act as lead of a small crew engaged in fish and wildlife habitat improvement work, fish planting, counting, or egg collection activities; and do other related work. Positions exist statewide.

## **ELIGIBLE LIST INFORMATION**

Eligibility expires 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. This examination will be administered on a continuous basis. Competitors will have the option of retesting after a 12-month testing period. Competitors choosing to retest and who are successful in the examination will be merged into the list in order of final score regardless of date. The highest score takes precedence regardless of examination date.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications by the Cut-Off Date listed in this announcement.

### MINIMUM QUALIFICATIONS

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as Either "I", "II", or "III", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles. (Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.)

### AND

**EITHER I:** Six months of experience in the natural resources field such as parks, forestry, or fish and wildlife.

**Note:** Experience can include work at the private, city, county, and State level. Experience shall include but not be limited to: working with fish and/or wildlife at a hatchery, habitat or wildlife area; maintenance of forests parks, wildlife areas, hatcheries, etc.

Completion of one year of college with at least six semester units in the biological sciences may be substituted for the required experience. Applicants must submit transcripts with their application if substituting college for the required experience. (Unofficial transcripts from an educational institution are acceptable.)

**Note:** Acceptable classes include but are not limited to: Biology, Botany, Zoology, Ecology, Microbiology, Animal Biology, etc.

**OR II:** One year of experience in the mechanical or construction trades.

**Note:** This experience can include automotive, masonry, building structures, and landscaping. It must include the operation of automotive and/or construction equipment; woodworking and power tools; trucks, backhoes and/or small boats, etc.

Applications and any attached resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable, civil service class titles. Applications and any attached resumes received without this information MAY BE REJECTED BECAUSE OF INCOMPLETE INFORMATION.

### EXAMINATION INFORMATION

#### Training and Experience Questionnaire - Weighted 100%

This examination consists of a Training and Experience Questionnaire and is the sole component of the examination. To obtain a position on the eligible list, you must attain a minimum rating of **70%. COMPETITORS WHO DO NOT COMPLETE THE TRAINING AND EXPERIENCE QUESTIONNAIRE WILL BE DISQUALIFIED.**

**Note: The Training and Experience Questionnaire information will be mailed or e-mailed to those candidates who meet the minimum qualifications approximately three to four weeks after the Cut-off Date for the current administration.**

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

1. General power tools, welding, carpentry, plumbing, concrete work, and painting.
2. Mathematics (e.g., algebra, basic geometry, cubic/linear feet etc.) for figuring size of tubing, modifications, and their applications to determine material requirements, interpret feed charts, load planting trucks, or as required.
3. Basic First Aid and CPR to use in case of on-the-job injury.
4. Equipment (e.g., forklifts, trucks, dozers, backhoes, egg pickers, fish crowders, etc.) and its operation and maintenance used in the propagation and management of fish and wildlife.
5. Methods, materials, and equipment used in fish hatchery and wildlife management activities in California.
6. Sampling methods and techniques used in hatcheries, fisheries, and wildlife management to ensure proper collection of samples, appropriate sample size, and number of specimens.

### **Ability to:**

1. Follow oral and written instructions.
2. Communicate effectively with coworkers and the public.
3. Perform math (e.g., addition, subtraction, algebra, basic geometry, etc.) to interpret feed charts, load planting trucks, conduct spawning, determine correct size of materials for fabrication and/or modification of equipment.
4. Establish and maintain cooperative relations with those contacted in the workplace.
5. Work independently while carrying out assignments.
6. Convey information clearly to other staff when giving direction.
7. Analyze situations and take effective action.
8. Use various tools (manual and power) to perform maintenance and construction duties.
9. Perform a variety of skilled/semi-skilled mechanical and construction activities used in the management of fish and wildlife.
10. Direct the work of seasonal staff and volunteers.
11. Maintain facilities and/or equipment used in the management and/or propagation of fish and wildlife (e.g., fish screens, ladders, traps, egg pickers, trucks, tractors raceways, buildings, ponds, etc.).
12. Use basic computer applications (e.g., excel, data entry, hatchery operation software, email, power point, word, etc.) to enter data, draft correspondence and compile reports.

## **BENEFITS**

To learn more about the comprehensive benefit package please visit our website at <https://www.calpers.ca.gov>.

## **VETERANS PREFERENCE**

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent-disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released.

## **DISTINGUISHING CHARACTERISTICS**

**SPECIAL PERSONAL CHARACTERISTICS:** Aptitude for fish and wildlife conservation work, construction, repair, and maintenance work; willingness to live and work throughout the State, and work unusual hours and on Saturdays, Sundays, and holidays; willingness to do heavy manual labor, work in adverse weather conditions, and to wear a prescribed uniform; keenness of observation; tact; and reliability.

**SPECIAL PHYSICAL CHARACTERISTICS:** Ability to swim at least 50 yards and to stay afloat at least five minutes; good physical condition; and ability to lift 40 pounds.

## **ADDITIONAL DESIRABLE QUALIFICATIONS**

Education equivalent to completion of the 12th grade.

## **CONTACT INFORMATION**

If you have any questions concerning the Fish and Wildlife Technician examination or the testing process, you may contact Christine Park, Exam Analyst with the California Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the California Department of Fish and Wildlife website at [www.wildlife.ca.gov](http://www.wildlife.ca.gov).

**For an examination without a written feature**, it is the candidate's responsibility to contact the California Department of Fish and Wildlife three weeks after the Cut-off date if he/she has not received his/her notice.

**Applications are available** at [www.jobs.ca.gov/pdf/std678.pdf](http://www.jobs.ca.gov/pdf/std678.pdf), California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

### **General Qualifications:**

Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

### **Eligible Lists:**

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

### **If High School Equivalence is Required:**

Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

### **Veterans' Preference:**

Will be awarded in this examination, pursuant to Government Code Section 18973.1, effective January 1, 2014, as follows: 1) any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference; 2) an entrance examination is defined, under the law, as any open competitive examination; 3) Veterans' Preference is not granted once a person achieves permanent civil service status.

### **How to Apply for Veterans' Preference:**

The California Department of Human Resources (CalHR) has information on how to apply for Veterans' Preference on their website at <https://jobs.ca.gov/CalHRPublic/Landing/Jobs/VeteransInformation.aspx> and on the Application for Veterans' Preference form ([CalHR 1093](#)).

**Miscellaneous Information:**

The Department of Fish and Wildlife reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

**California Relay (Telephone) Service for the Deaf or Hearing-Impaired**

**From TDD phones: 1-800-735-2929**

**From voice phones: 1-800-735-2922**