



Fish Hatchery Manager I (Departmental Promotional) FINAL FILING DATE – February 19, 2016

INTRODUCTION

Department of Fish and Wildlife employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend.

EEO

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 state 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?

1. Applicants must have a permanent civil service appointment with the California Department of Fish and Wildlife as of the final filing date, in order to participate in this examination; or
2. Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990; or
3. Must be a current or former nonelected exempt employee of the Executive Branch of government who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992; or
4. Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

FILING INSTRUCTIONS

Final File Date: **February 19, 2016**

Applications may be filed in person or by mail at:

Department of Fish and Wildlife
Attention: Exam Unit
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814

Applications must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via inter-office mail after the final filing date will not be accepted for any reason. **You may apply for both the Fish Hatchery Manager I and Fish Hatchery Manager II examinations on the same application.**

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

\$3,754 – \$4,698

POSITION STATEMENT

Under direction, either (1) manages the operations of a small fish hatchery, including hatching, rearing, and planting of fish; or (2) serves as the Assistant Manager of a large fish hatchery; or (3) supervise and direct a very large fish planting, counting and rescue program; and do other related work as required.

ELIGIBLE LIST INFORMATION

Eligibility expires 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the minimum qualifications by February 19, 2016.

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 in Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

Applications/resumes require employment history information including "to" and "from" dates (month/day/year), time base, and if applicable civil service class titles. Applications/resumes received without this information MAY BE REJECTED because of incomplete information.

EITHER I

Two years of experience in the California state service performing the duties of a Fish Culturist (Fish Culturist was reallocated to the class of Fish and Wildlife Technician, Range B on 12/2/99, Pay Letter 99-57).

OR II

Experience: Two years of fisheries management, hatchery, or research experience. At least one year of this experience must be equivalent in level to a Fish Culturist performing routine technical work in connection with inland fisheries, field management, or survey activities. (One year of graduate work in the biological sciences, fisheries management, or similar fields may be substituted for the one year of general experience.) **And**

Education: Equivalent to graduation from college with specialization in the biological sciences, fisheries management, or similar fields. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

EXAMINATION INFORMATION

Qualifications Appraisal Process - Weighted 100.00%.

This examination consists of an oral interview process. To obtain a position on the eligible list, you must attain a minimum rating of 70.00% in the interview process. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

It is anticipated that the interviews will be held during February 2016.

Oral interviews are ordinarily scheduled in Sacramento, Los Alamitos, Napa, Redding, and Fresno. However, interview locations may be limited or extended as the number of candidates and conditions warrant.

This examination may contain additional components (i.e., written exercise, in-basket assignment, math calculation exercise, presentation, etc.) that will be scored in addition to the structured interview questions.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Inland fisheries management principles and methods and their application to conditions and problems in California.
2. Methods, materials, and equipment used in fish hatcheries and in fish culture and planting, control of parasites and diseases of hatchery fish.
3. Classification, life histories, ecology, habits, and geographical distribution of fresh-water and anadromous fishes.
4. Laws, regulations, and departmental policies relating to the conservation and restoration of fresh-water and anadromous fishes.
5. Principles and techniques of personnel management and supervision.
6. A manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment Program (LEAP), Reasonable Accommodation, and discrimination complaint process.

Ability to:

1. Plan, organize, and direct the work of others.
2. Analyze situations accurately and take effective action.
3. Establish and maintain cooperative relations with those contacted in the work.
4. Maintain records of hatchery production and costs.
5. Prepare and supervise the preparation of technical reports.
6. Speak and write effectively.
7. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment including the Bilingual Services Program, Limited Exam and Appointment (LEAP), Reasonable Accommodation, and discrimination complaint process.

BENEFITS

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

VETERANS PREFERENCE

Veterans' Preference will not be granted in the examination as it does not meet the requirements to qualify for Veterans' Preference.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work throughout the State; willingness to work unusual hours and on Saturdays, Sundays, and holidays.

Ability to swim at least fifty yards and to stay afloat at least five minutes.

CONTACT INFORMATION

If you have any questions concerning the Fish Hatchery Manager I examination or the testing process, you may contact Matthew Hom, Exam Analyst with the Department of Fish and Wildlife, Human Resources Branch at (916) 653-8120 or visit the Department of Fish and Wildlife website at www.wildlife.ca.gov.

GENERAL INFORMATION

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

Applications are available at 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.

Remember, Examinations are Competitive:

If you possess the entrance requirements stated on this bulletin, you may take this competitive examination; however, you aren't assured a place on the eligibility list. Your performance in the examination is compared to established rating criteria. All candidates who pass are ranked according to their scores.

If Promotional Examinations Only:

Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These

rules may be reviewed at departmental personnel offices, at the State Personnel Board office or www.jobs.ca.gov .

Additional List Information:

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.

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