



## **Fish Hatchery Manager II**

### **Departmental Open**

### **FINAL FILING DATE – November 4, 2019**

#### **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: **November 4, 2019**

Applications may be filed in person or by mail at:

Department of Fish and Wildlife  
Attention: Exam Unit  
PO Box 944209  
Sacramento, CA 94244

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.**

**If you have taken the Fish Hatchery Manager II examination in the last 12 months you cannot reapply.**

## 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

\$5,198 – \$6,505

## POSITION STATEMENT

Under direction, either (1) manages the operations of a large 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 **November 4, 2019**.

## 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

One year of experience in the California state service performing the duties of a Fish Hatchery Manager I.

## OR II

**Experience:** Three years of fisheries management, hatchery, or research experience. At least one year of this experience must be equivalent in level to a Fish Hatchery Manager I managing the operations of a small hatchery, serving as the Assistant Manager of a large fish hatchery or directing a very large fish planting, counting and rescue program. (One year of graduate work in the biological sciences, fisheries management, or similar fields may be substituted for 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

**If you have taken the Fish Hatchery Manager II examination in the last 12 months you cannot reapply.**

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 December/January 2019/2020.

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.

**PLEASE NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education (E&E) compared to a standard developed from the class specification. **For this reason, it is especially important that each candidate take special care in accurately and completely filling out their application. List all experience relevant to the "minimum qualifications for admittance" shown on this announcement.** Supplementary information will be accepted, but read the "Minimum Qualifications for Admittance" and "Scope of the Examination" carefully to see what kind of information will be useful to the staff doing the evaluation. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained.

## **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, stream and lake improvement work, and the 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. Activities of other governmental agencies and private organizations interested in fish conservation and management.
6. Principles and techniques of personnel management and supervision.
7. 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. Prepare and supervise the preparation of clear, complete, and technically accurate reports.
5. Speak and write effectively.
6. 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 credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the California Department of Human Resources. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive Veterans Preference credits.

## **SPECIAL PERSONAL/PHYSICAL 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 II examination or the testing process, you may contact Kay Dosanjh, 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](http://www.wildlife.ca.gov).

## GENERAL INFORMATION

**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 final filing date if he/she has not received his/her notice.

### **Examination Locations:**

When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

**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.

### **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.

**The testing department** 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 laws and rules and all competitors will be notified.

**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. **NOTE: For peace officer classifications please refer to the testing department for special requirements.**

**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 veteran's 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.
- The California Department of Human Resources (CalHR) has information on how to apply for Veterans Preference on their website at [www.jobs.ca.gov](http://www.jobs.ca.gov) and on the Application for Veterans Preference form (CalHR 1093). Additional information is also available at the Department of Veterans Affairs website at [www.cdva.ca.gov](http://www.cdva.ca.gov).

**Miscellaneous Information:**

The California 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**