

STATE OF ARIZONA JOB CODE SPECIFICATION

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| FLSA: | EXP | Job Code: | ACV36176 |
| Job Class Code: | 030 | Salary Schedule: | AREG |
| EEO Category: | 02 | Grade: | 21 |
| Workers Comp Code: | 0034 | | |
| Job Code Established: | 01/01/85 | Effective Date: | |
| Job Code Revised: | 3/18/98 | Effective Date: | 2/4/98 |
| Job Code Revised: | 6/15/06 | Effective Date: | 7/1/06 |

JOB CODE SERIES: Fish Hatchery Resource Management & Development Series

JOB CODE TITLE: FISH HATCHERY MANAGER 2

HRIS TITLE: FISH HATCHERY MGR 2

CHARACTERISTICS OF THE JOB CODE: Manages a large hatchery or multiple hatcheries. Manages all areas of hatchery operations, including property management and maintenance, fish production, administration, personnel and budgeting. As needed, performs day-to-day fish hatchery operational duties. This is the fourth level of the hatchery series. Generally, employees at this level manage multiple hatcheries and staff, perform more administrative duties than the Fish Hatchery Manager 1 and are geographically separated from their manager.

EXAMPLES OF DUTIES: Individual positions may be responsible for some or all of the listed duties and/or other related duties. Manages hatchery operations in assigned geographic area, including the care of eggs and planning the various stages of fish culture. Ensures appropriate care of fish. Supervises, coaches and mentors staff. Makes work assignments, evaluates performance of subordinates and ensures progressive training for assigned staff. Supervises monitoring of fish health: mortality rates, diet, etc. Diagnoses and controls disease and parasitic growths. Manages property in assigned geographic area, including hatchery buildings, equipment and on-site housing. Ensures proper maintenance, repair and/or replacement of hatchery facilities, equipment and operating supplies. Ensures appropriate hatchery record analysis and management, including operational fish culture and distribution, test and investigative records. Develops and monitors operating budget. Coordinates activities with external customers, including public outreach programs.

WORK CONDITIONS: Work irregular hours including weekends and holidays. Work both in hatchery office and outdoors. May be called upon to respond to a situation outside of scheduled hours. Work in Arizona's weather extremes. Live and/or work in isolated area. Roads to hatcheries and fish delivery sites may be unpaved. Some locations may provide on-site electricity and/or have limited communication phone and internet options. Fish transportation may require many hours of driving specialized hatchery vehicle while monitoring fish health. Requires lifting and carrying 50 or more pounds, sometimes for extended periods. Exposure to chemicals. May need to use a variety of vehicles, hike, backpack and/or campout.

KNOWLEDGE, SKILLS AND ABILITIES (KSAs):

Knowledge of: Federal, state and agency laws, rules, regulations, policies and procedures appropriate to assignment. Property, office and data management best practices and techniques. Supervisory best practices and techniques, including coaching, mentoring and staff development. Principles and techniques of fish biology, behavior, propagation, care and fungal and disease control in an intensive culture. Basic water chemistry.

Skill in / Ability to: Oversee and coordinate hatchery operations and administration, including services to external customers. Apply supervisory best practices and techniques, including coaching, mentoring and staff development. Apply appropriate federal, state and agency laws, rules, regulations, policies and procedures. Apply public relations and problem-solving principles and techniques and promote positive interpersonal relationships among hatchery staff and with external customers and the public. Communicate verbally and in writing. Apply principles and techniques of fish biology, behavior, propagation, care and disease recognition and treatment. Manage hatchery property and equipment and, as needed, use and perform basic maintenance and repair on a variety of hatchery-related vehicles, tools and equipment. Work varied hours. Live and work in hatchery environment in isolated area. May require the ability to lift and carry 50 pounds or more

KSAs are typically obtained through experience and/or education in:

- Hatchery operations
- Aquaculture
- Wildlife science

Any combination of training and experience that meet the knowledge, skills, and abilities (KSAs) may be substituted.

Special Selection Factors: Possession of and ability to maintain valid Arizona Commercial Driver's License. Must pass post-offer medical/physical examination