

*California Department of Fish and Wildlife
Office of Spill Prevention and Response
Position Task Book*

Wildlife Branch Director

POSITION TASK BOOK ASSIGNED TO:

INDIVIDUAL'S NAME, OFFICE LOCATION, AND PHONE NUMBER

POSITION TASK BOOK INITIATED BY:

OFFICIAL'S NAME, TITLE, DUTY STATION, AND PHONE NUMBER

LOCATION AND DATE THAT POSITION TASK BOOK WAS INITIATED

**DEPARTMENT OF FISH & WILDLIFE – OFFICE OF SPILL PREVENTION &
RESPONSE**

CERTIFICATION LETTER

RECOMMENDATION/CERTIFICATION OF COMPLETED TASK BOOK FOR THE POSITION OF:

WILDLIFE BRANCH DIRECTOR

FINAL EVALUATOR’S RECOMMENDATION

I verify that _____ has completed all requirements necessary to perform the duties in this position, has successfully performed as a trainee, and should therefore be considered for certification in this position.

FINAL EVALUATOR’S SIGNATURE AND DATE

FINAL EVALUATOR’S PRINTED NAME, TITLE, AND PHONE NUMBER

CERTIFICATION

Note: The Certifying Official is the OSPR Administrator or a designee. Currently OSPR Branch Chiefs hold designee authority.

I certify that _____ has met all requirements for qualification in this position and that such qualification has been issued. You are authorized to carry out the responsibilities of this position within the scope of your qualification.

This Letter of Certification should be retained as part of your personal Training Record.

THIS CERTIFICATION IS GOOD FOR FIVE YEARS FROM DATE OF ISSUE.

CERTIFYING OFFICIAL’S SIGNATURE AND DATE

CERTIFYING OFFICIAL’S PRINTED NAME, TITLE, AND PHONE NUMBER

Organization: Department of Fish & Wildlife, Office of Spill Prevention & Response
Position Title: Wildlife Branch Director (WBD)

INCIDENT MANAGEMENT SYSTEM POSITION TASK BOOK

Position Task Books (PTBs) were developed for designated positions as described under the National Interagency Incident Management System (NIIMS) and have been incorporated into the National Incident Management System (NIMS). The position task book is used by the authority having jurisdiction to certify that the person to whom the task book belongs meets the standards recommended by the National (NIMS) Integration Center (NIC).

Each PTB lists the performance requirements (tasks) for the specific position in a format that allows a trainee to be evaluated against written guidelines. Successful performance of all tasks, as observed and recorded by an evaluator, will result in a recommendation that the trainee be certified in that position. Evaluation and confirmation of the individual's performance of all the tasks may involve more than one evaluator and can occur on incidents, in classroom simulation, and in other work situations. It is important that performance be critically evaluated and accurately recorded by each evaluator. All tasks must be evaluated. All bullet statements within a task that require an action (contain an action verb) must be demonstrated before that task can be signed off.

A brief list of responsibilities also appears below.

RESPONSIBILITIES:

1. The **Agency Management** is responsible for:
 - Selecting trainees based on the needs of their organization.
 - Providing opportunities for evaluation and/or making the trainee available for evaluation.
2. The **Individual** is responsible for:
 - Reviewing and understanding instructions in the PTB.
 - Identifying desired objectives/goals.
 - Providing background information to an evaluator.
 - Satisfactorily demonstrating completion of all tasks for an assigned position.
 - Assuring the evaluation record is complete.
 - Notifying their Supervisor when the PTB is completed.
 - Keeping the original PTB in personal records.
3. The **Evaluator** is responsible for:
 - Being qualified and proficient in the position being evaluated.
 - Meeting with the trainee and determining past experience, current qualifications, and desired objectives/goals.
 - Reviewing tasks with the trainee.
 - Explaining to the trainee the evaluation procedures that will be utilized and which objectives may be attained.
 - Identifying tasks to be performed during the evaluation period.
 - Accurately evaluating and recording demonstrated performance of tasks. Dating and initialing completion of the task shall document satisfactory performance. Unsatisfactory performance shall be documented in the Evaluation Record.
 - Completing the Evaluation Record found at the end of each PTB.

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4. The **Final Evaluator** is responsible for signing the verification statement inside the front cover of the PTB when all tasks have been initialed.

5. The **Supervisor** or designee is responsible for:

- Issuing the PTB to document task performance.
- Explaining to the trainee the purpose and processes of the PTB, as well as the trainee's responsibilities.
- Tracking progress of the trainee.
- Identifying incident evaluation opportunities.
- Identifying and assigning an evaluator that can provide a positive experience for the trainee, and make an accurate and honest appraisal of the trainee's performance.
- Documenting the assignment.
- Conducting progress reviews.
- Conducting a closeout interview with the trainee and evaluator and assuring that documentation is proper and complete.

6. The **Agency Head** or designee is responsible for:

- Final Sign-off the PTB which certifies the Individual as qualified to fill the position on an response.

Wildlife Branch Director

REQUIRED TRAINING	ICS 300, ICS 339, ICS 400, OSPR WBD Course, OWCN Advanced Wildlife Recovery and Hazing
PREREQUISITES	Qual. as RAR Specialist, Task Force/Strike Team Leader
TARGET PERSONNEL	OSPR Environmental Scientists
CERTIFYING OFFICIAL	OSPR Program Manager or Branch Chief
FITNESS STANDARD	Easy
CURRENCY	5 Years
CURRENCY REQUIREMENTS	Every Year: Attend WBD refresher training or serve as WBD at a one day drill or spill Every 5 years: Attend (or teach) a WBD course
OTHER POSITION REQUIREMENTS THAT WILL MAINTAIN CURRENCY	Environmental Unit Leader

RECORD OF VERIFYING OFFICERS				
Date	Title	Verifying Officer's Name	ICS Qual	Initials

Record of Completion	Date	Verifying Official's Signature
Training Prerequisites 1. Completion of Training Courses: a. ICS-300 b. ICS-339 c. ICS-400 d. OSPR WBD Course e. OWCN Advanced Wildlife Recovery & Hazing 2. Qualification as Resources at Risk Specialist.		
Completion of WBD Position Task Book		
Successful Participation in two full day drills or spills serving as WBD or Deputy WBD		
Qualification/Certification Letter (page 2) submitted for approval.		
Qualification/Certification Letter (page 2) recorded by OSPR Training Department.		

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Assessment Record: Employee Common and Position-Specific Tasks (Page 1 of 2)				
Assessment Period: Start Date ___/___/___ to End Date: ___/___/___		Task Completed	Date Completed	Evaluator's Signature
Employee Name: _____				
Task 1: Notifications				
1.1 Notify/Activate OWCN (including Hazing Team if appropriate)				
1.2 Activate Wildlife Reconnaissance Group Strike Teams	<input type="checkbox"/>			
1.3 Notify USFWS and NOAA Fisheries (NMFS)	<input type="checkbox"/>			
1.4 If sea otters involved, notify MWVCRC	<input type="checkbox"/>			

Task 2: Administration				
2.1 Determine appropriate level of staffing/resources per Wildlife Response Plan and acquire staff/resources (volunteers are requested by OWCN volunteer coordinator)	<input type="checkbox"/>			
2.2 Provide Branch field personnel with Site Safety Plan (prepare Wildlife section in conjunction with Site Safety Officer)	<input type="checkbox"/>			
2.3 Ensure that staff have appropriate level of training (e.g., HAZWOPER) and that they comply with decontamination protocols via Group Supervisors	<input type="checkbox"/>			
2.4 Use ICS213RR to track/request all personnel and other resources	<input type="checkbox"/>			
2.5 Coordinate with Logistics Section regarding contractors (provide rate sheets, determine if contractors will bill directly or through OSPR)	<input type="checkbox"/>			
2.6 Arrange for staffing of the Oiled Wildlife Hotline and coordinate transfer of phone line to appropriate staff	<input type="checkbox"/>			
2.7 Prepare ICS204 forms for Branch for preparation of 215/IAP (one for each Group)	<input type="checkbox"/>			
2.8 Attend meetings (Tactics, Planning) at direction of Operations Section Chief and/or Planning Section Chief	<input type="checkbox"/>			
2.9 Complete daily Unit Log	<input type="checkbox"/>			
2.10 Develop Branch demobilization plan when appropriate	<input type="checkbox"/>			
2.11 Ensure that recovery and rehabilitation of oiled wildlife is included in the UC Objectives (ICS 234)	<input type="checkbox"/>			

Task 3: Internal Communication				
3.1 Obtain situation briefing including weather and oil trajectory	<input type="checkbox"/>			
3.2 Check in with Operations Section Chief and attend internal Section briefings as appropriate/as directed	<input type="checkbox"/>			
3.3 Coordinate with Environmental Unit of Planning Section (see Task 4)	<input type="checkbox"/>			
3.4 Establish communication protocols with Wildlife Branch Group Supervisors	<input type="checkbox"/>			

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Task 3: Internal Communication, cont.

3.5 Through SOSOC, keep UC informed of major activities and updates	<input type="checkbox"/>		
3.6 Coordinate any aerial reconnaissance surveys with Air Ops	<input type="checkbox"/>		
3.7 Consult ACP for shoreline access, sensitive sites, and local contacts	<input type="checkbox"/>		
3.8 Provide PIO with stock language regarding wildlife (do not collect, hotline, etc.)	<input type="checkbox"/>		
3.9 Ensure that OWCN provides end-of-day oiled wildlife daily reporting form	<input type="checkbox"/>		
3.10 Disseminate daily reports to Situation Unit, UC (SOSOC), and PIO/JIC	<input type="checkbox"/>		
3.11 Be available as wildlife subject matter expert for press conferences and review press releases involving wildlife information	<input type="checkbox"/>		
3.12 Coordinate with other federal, state, and sovereign nation trustees regarding response decisions if requested	<input type="checkbox"/>		
3.13 Solicit assistance of local agencies/NGOs as local experts and logistical support resources	<input type="checkbox"/>		
3.14 Coordinate with NRDA group (consider assigning liaison)	<input type="checkbox"/>		

Task 4: Coordination with Environmental Unit (EU) of Planning Section

4.1 Consider assigning EU/Wildlife Branch liaison	<input type="checkbox"/>		
4.2 Get Resources at Risk (RAR) information from EU	<input type="checkbox"/>		
4.3 Inform EU of known RAR issues	<input type="checkbox"/>		
4.4 Provide results of Wildlife Reconnaissance surveys to EU	<input type="checkbox"/>		
4.5 Provide input to EU on priorities for protection and PPOR	<input type="checkbox"/>		
4.6 Provide EU with protocols regarding oiled wildlife for Operations/SCAT/NRDA (e.g., call hotline; do not collect animals) to be included in 204 forms.	<input type="checkbox"/>		
4.7 Coordinate with EU regarding reconnaissance/spotters for dispersant application and/or in situ burning	<input type="checkbox"/>		
4.8 Assist EU with ESA/Section 7 issues and ensure compliance with federal and state wildlife regulations	<input type="checkbox"/>		
4.9 Inform EU of wildlife/oil samples being collected by the Wildlife Branch	<input type="checkbox"/>		

Wildlife Branch Director Tasks Comments:

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Evaluation Record

	TRAINEE NAME	TRAINEE POSITION
#1	Evaluator's name: Incident/office title & agency:	
Evaluator's home unit address & phone:		
Name and Location of Incident or Situation <i>(agency & area)</i>	Incident Kind <i>(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position
		Duration <i>(inclusive dates in trainee status)</i>
		to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee. <input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.		
Recommendations: _____ _____		
Date: _____ Evaluator's initials: _____ Evaluator's relevant agency certification or rating: _____		

#2	Evaluator's name: Incident/office title & agency:	
Evaluator's home unit address & phone:		
Name and Location of Incident or Situation <i>(agency & area)</i>	Incident Kind <i>(Hazmat, tornado, flood, structural fire, wildfire, search & rescue, etc.)</i>	Number & Type of Resources Pertinent to Trainee's Position
		Duration <i>(inclusive dates in trainee status)</i>
		to
The tasks initialed & dated by me have been performed under my supervision in a satisfactory manner by the above named Trainee. I recommend the following for further development of this Trainee. <input type="checkbox"/> The individual has successfully performed all tasks for the position and should be considered for certification. <input type="checkbox"/> The individual was not able to complete certain tasks (comments below) or additional guidance is required. <input type="checkbox"/> Not all tasks were evaluated on this assignment and an additional assignment is needed to complete the evaluation. <input type="checkbox"/> The individual is severely deficient in the performance of tasks for the position and needs further training (both required & knowledge and skills needed) prior to additional assignment(s) as a Trainee.		
Recommendations: _____ _____		
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