# DUTY STATEMENT

**NAME:**

**CLASSIFICATION:** STAFF SERVICES MANAGER II (SUPERVISORY) or Coastal Program Manager (CPM)

**WORKING TITLE:** ENFORCEMENT POLICY MANAGER

**UNIT/DIVISION:** REGULATORY

**SUPERVISOR:** REGULATORY PROGRAM DIRECTOR

**FLSA:** EXEMPT

**CBID:** S01

**TENURE/TIMEBASE:** FULL TIME, PERMANENT

Under the general direction of the Regulatory Program Director, the Enforcement Policy Manager oversees the Enforcement program of the San Francisco Bay Conservation and Development Commission (BCDC). The Enforcement Policy Manager duties include:

* Managing an evolving enforcement program and implementing new initiatives to improve the program in a rapidly changing regulatory environment.
* Leading the implementation of the Commission’s enforcement strategy.
* Improving and implementing BCDC’s enforcement policies and procedures based, in part, on recommendations of the California State Auditor and recognized best practices in an environmental management cycle that coordinates compliance with enforcement.
* Leading the Enforcement unit’s compliance efforts, working closely with BCDC’s legal staff.
* Leading and managing the influx and resolution rate of the enforcement unit’s caseload.
* Preparing programmatic and individual work plans for staff.
* Making written and oral presentations to the Commission, Enforcement Committee, and the public.
* Planning, directing, organizing, assigning, and being accountable for Enforcement staff work.
* Mentoring team members for professional development.
* Maintaining a positive collaborative relationship with Senior Staff members communicating program updates, challenges and recommendations.

The Enforcement Policy Manager operates independently and handles sensitive and complex policy, regulatory, and personnel matters.

The Enforcement Policy Manager functions as an advisor to the Regulatory Program Director on matters of policy, procedure, personnel and regulation and may be directed to act as the Regulatory Program Director in his/her absence.

**ESSENTIAL FUNCTIONS**

55% **Manage Enforcement Team**

* Manage the day-to-day work of the Enforcement unit within the Regulatory Division for activities within BCDC’s jurisdiction meeting deadlines, maintaining positive collaborative relationships, and proactively handling enforcement issues to reduce new incidents, extending existing incidents, and closing incidents.
* Maintain newly revitalized and implemented policies, procedures and regulations while meeting compliance and Commission directives.
* Drive change within the program creating efficiencies and continued improvement.
* Carry out the Regulatory Program Director’s responsibilities when that person is out of the office.
* Lead Enforcement Committee meetings working closely with the Enforcement Committee chair and Commissioners.

15% **Enforcement Documents**

* Oversee the review and editing of enforcement-related documents, including public notices, staff reports, and formal enforcement materials. Ensure that all materials going to the Enforcement Committee and Commission are written clearly and concisely, are accurate, comprehensive and of high professional quality, and meet the requirements of State law and the Commission’s regulations.

15% **Personnel** **Management**

* Perform personnel evaluations and prepare probation reports in accordance with agency policies, priorities, and requirements.
* Perform all other necessary personnel functions normally associated with this level of managerial position, including but not limited to interviewing and hiring new employees, mentoring, compliance with the agency's equal employment goals other personnel policies.
* Review and sign time sheets, vacation requests, travel expense claims and all other necessary forms required for operation of the Enforcement unit.
* Assure that individual staffing training programs are current and carried out.
* Conduct yourself at all times in a positive professional manner working with internal and external partners and staff.

10% **Collaboration and Coordination**

* Collaboration and Coordination with:
	+ BCDC Senior Staff Team;
	+ BCDC’s Management Team;
	+ BCDC staff regarding the enforcement component of the Commission’s 2017-2020 Strategic Plan;
	+ Commission's legal division and the Attorney General's office to ensure that recommendations and policy actions are legally sound; and
	+ BCDC’s other Regulatory and Planning managers.

**MARGINAL FUNCTIONS**

5% **Other Duties as Assigned**

* Represent the Commission on work groups, state/federal/local task forces, and other similar bodies to ensure interagency coordination.
* Give presentations at public and interagency conferences, workshops, legislative hearings, etc., to provide outreach to stakeholders and interested parties related to subjects under the purview of the Division.
* Represent the Commission on inter-agency task forces involving marine debris removal initiatives and other similar Bay-related enforcement coordinated efforts.

KNOWLEDGE, SKILLS AND ABILITIES

**Knowledge of:**

* Change Management
* Public policy development
* Techniques of organizing, motivating, and controlling, the work of others
* Basic principles of personnel management, public relations, and administration; modern office methods, technology and procedures
* Objectives of Equal Opportunity Employment and a supervisor’s role in EEO and the processes available to meet EEO objectives
* Administrative, land use, and environmental law
* Planning principles, practices, terms, and concepts

**Skills:**

* Superior leadership skills
* Management acumen
* Excellent speaking skills
* Strong writing skills
* Strong interpersonal skills, including negotiation skills.
* Strong computer skills, including experience with ArcGIS, Microsoft Word, Excel, PowerPoint, and significant knowledge of internet research websites as well as basic knowledge of Intranet.

**Ability to:**

* Communicate effectively and successfully
* Inspire confidence and effective working relationships with employees, managers and leaders in the public and private sector
* Keep Senior Staff informed of developing matters of concern
* Plan, organize and supervise the work of a professional staff
* Provide leadership in accomplishing basic functions and objectives in assigned programs
* Train staff and motivate subordinates to accomplish organizational goals
* Develop innovative solutions for difficult enforcement problems
* Adjust rapidly to new situations warranting attention and resolution
* Work under tight deadlines and negotiate controversial positions
* Value cultural diversity and other individual differences in the workforce
* Plan and implement public participation programs and apply conflict resolution principles
* Consider and respond appropriately to the needs, feelings, and capabilities of different people in different situations
* Be tactful and treat others with dignity and respect

WORKING CONDITIONS

* Work in office as needed. Flexible hours considered. Telework is authorized per Telework Agreement.
* Work in a stationary position (such as sitting or standing) for long periods of time using a laptop, keyboard and video display terminal
* Make site visits, inspections, and attend meetings. Required to maintain a valid Defensive Drivers training card if operation of a state vehicle is needed to perform work.

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I have read and understand the duties and essential functions of the position and can perform these duties with or without reasonable accommodation.

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NAME Date NAME Date

Enforcement Policy Manager Regulatory Program Director