

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Wildlife & Fisheries Division/Wildlife Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0756-003
UNIT NAME AND LOCATION Wildlife Investigation Programs, Sacramento	CLASS TITLE Environmental Program Manager I (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-035-0756-003

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the general direction of the Chief of the Wildlife Branch, the Environmental Program Manager is in charge of the Department's Wildlife Investigations Programs including Disease Monitoring, Public Safety, Wildlife Capture, Wildlife Rehabilitation, Biological Sampling, Biometrics, Wildlife Genetics, Human Wildlife Conflict and Human Dimensions. The manager directs activities of nine (10) permanent staff of varied and diverse classifications who, in turn, lead several scientific aid and veterinary contractor positions. The position is responsible for managing the Branch's environmental monitoring and surveillance activities of potential wildlife diseases and other factors that affect wildlife, and potentially human health. The position directs and makes decisions on extremely sensitive issues related to wildlife capture, rehabilitation/relocation efforts for a diverse array of wildlife species. The position directs the research of wildlife veterinarians and develops the key programs to respond to disease investigation for wildlife in California; and directs the development of Department animal capture and handling protocols and methods. Position represents management in hiring and associated personnel actions, The position implements policy direction, budget management, priority development, and effective leadership. Manages project development and review for significant funding sources available to the Department, including those that are legislatively mandated, State Wildlife Grant, and Federal Aid (PR) funds for monitoring and research programs.

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35%	<p>ESSENTIAL FUNCTIONS:</p> <p>Directs the planning and implementation of priorities for the conservation, natural resource management, environmental monitoring, and scientific investigation pertaining to the health of California's wildlife, including program and budget development, recommendations, and administration; emphasizes the development and ultimately implementation, of major environmental policies that are adopted by the Department's leadership; responsible for managing the development and reporting of environmental, wildlife health, human dimensions of wildlife, and species population investigations from program activities related to monitoring and for research activities. Manages significant portions of major wildlife initiatives of the Department and Branch such as nuisance wildlife management in coordination with law enforcement; wildlife disease initiatives; prioritizes and directs the programs involvement in wildlife handling and capture efforts. Through expertise gained in training and experience, the position conducts all duties described here and represents the Wildlife Investigations and Resource Assessment Program to Department administrative units such as Human Resources, Contracts, Legal, Legislative Office, and Budgets.</p>
35%	<p>Supervises and evaluates a varied group of scientists and professionals who implement the Department's programs to conserve species and their environments through health and disease related issues; and through critically important efforts involving animal capture, handling, and translocation. Hires, promotes, rewards, and disciplines employees; develops and communicates expectations through verbal and written (e.g., individual development plans) methods and skills; addresses employee grievances, and recommends/initiates personnel actions as needed. Provides for professional development and training of staff and in managing the program staff, the position uses available human and personnel resources, policies, and programs of the State to ensure compliance with applicable laws and policies. Evaluates program achievements and provides report on those achievements to leadership. Acts in absence of the Branch Chief and participates in long-term branch planning.</p>

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15%	<p>The incumbent is involved in and represents the Department in extremely significant and complex interagency and constituency coordination related to issues of wildlife/human health concern, including developing and maintaining relationships; handling sensitive negotiations amongst other agencies and constituents on conservation and recovery actions related to animal health; representing the Department before agencies and constituents; giving presentations to constituent groups and the public; participating in meetings of Federal, State, and local agencies and the private sector.</p>
10%	<p>Develops and analyzes legislation and regulations; prepares reviews and edits scientific, technical, and administrative reports; represents the Department on wildlife disease and monitoring issues at public meetings, hearings, and court cases; facilitates resolution of difficult issues regarding disease outbreaks, problem wildlife and response. Represents the Department on regional, national, and international organizations committees relating to resource conservation; disease outbreaks and investigation; addressing nuisance/urban wildlife problems; and directing animal capture activities. Performs other duties as assigned per the classification specification, including: responding to requests for information from the public and others; providing expert testimony at public hearings and during legal proceedings; providing technical input and review regarding wildlife disease, wildlife nuisance issues, and resource assessment during the acquisition, planning, and management of public lands.</p>
5%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks, including tracking of time worked; attend career development and training programs, seminars as appropriate to contribute to the achievement of WLB's goals and objectives.</p>
	<p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues; broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment; techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's / supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion, and 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 / sexual harassment complaint process.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and</p>

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	<p>risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues; develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to non-specialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry; plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and 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 Program (LEAP), Reasonable Accommodation and discrimination / sexual harassment complaint process.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Possess and demonstrate strong leadership skills, ability to evaluate and proceed on difficult decisions through structured processes, and have the ability to inspire high quality work among the scientific team</p> <p>Interpersonal Skills: Works well in a team setting, Shows courtesy, respect, and tact towards co-workers and members of the public,</p> <p>WORKING CONDITIONS: Statewide travel required, performs duties in office environment and at various meetings and venues. Ability to direct and conduct biological resource work in the field; travel throughout the state; and work at odd hours. Ability to develop and make effective oral presentations before the public. Ability to use a personal computer and keyboard at least several hours a day, sitting most of the time, which may involve walking or standing for brief periods to access files, references and other program materials. In addition to working with Sacramento-based staff, interact with Regional staff and members of the public via e-mail, telephone and onsite to complete work assignments. Possession of CA driver's license. Ability to drive for up to 8 hours. Ability to work outdoors in variable weather conditions and walk over uneven outdoor terrain carrying a 30-lb. backpack for up to 6 hours.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

PRINT SUPERVISOR'S NAME Kari Lewis, CEA A	SUPERVISOR'S SIGNATURE	DATE
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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