

Classification C.E.A. A	Position Number 814-001-7500-XXX	Location Sacramento (Headquarters)
Division/Branch Executive Office	Supervisor's Classification Director	Collective Bargaining Identification Designation (CBID) M01
Conflict of Interest Disclosure Category: <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> N/A	Incumbent (If filled) VACANT	

☒ **Job requires driving automobile:** In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES

(Check One)

☒ **Managerial** ☐ **Supervisory** ☐ **Lead Person** ☐ **None**

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title
1	Information Officer I (Specialist)		
1	Senior Environmental Scientist (Specialist)		

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
40%	<p>Under the administrative direction of the Director, the C.E.A. A, Assistant Director for Environmental Justice and Equity is responsible for leading, developing and coordinating the Department of Pesticide Regulation's (DPR) Environmental Justice (EJ) and Tribal Affairs programs and activities, including meaningful community engagement. The programs facilitate and support meaningful community engagement, promote environmental justice and equity considerations in decision-making throughout the Department, and support government-to-government consultation with tribes. The Assistant Director works closely with DPR's Director and executive staff to identify, program goals and objectives, as well as targeted initiatives, to promote engagement with and responsiveness to the needs of impacted communities and tribes, and promote protection for all California residents from pesticides. The Assistant Director coordinates with other Boards, Departments, and Offices under the California Environmental Protection Agency, and other federal, state, and local agencies, on community engagement, environmental justice, and tribal affairs programs and activities. The Assistant Director supports Department efforts to broaden access to and increase the transparency of its programs, to enhance DPR's relationships and increase engagement with communities impacted by pesticides, and oversee DPR's Tribal Liaison to California Native American Tribes. The Assistant Director is a key leader in the Department's diversity, equity, and inclusion initiatives to deepen the Department's understanding of and respect for all people and promoting just and equitable outcomes.</p> <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Leads, plans, coordinates, and oversees the implementation of DPR's EJ and Tribal Affairs programs and policies, including meaningful engagement with communities impacted by pesticides and CalEPA's EJ Action Plan, CalEPA's Tribal Consultation Protocol, DPR's Strategic Plan and DPR's environmental justice and Tribal components of the CalEPA Strategic Plan. Consults and coordinates with DPR's Director and executive staff on the development of department policies and procedures, and makes recommendations to improve DPR programs and activities. Provides policy direction on current and emerging issues. Manages and facilitates communication with all DPR programs to ensure that EJ and Tribal concerns are addressed in a timely manner. Facilitates highly sensitive communication to problem solve and make decisions among multi-disciplinary staff and other professionals. Serves as chief advisor to the Director and other members of executive staff on community engagement as well as EJ and Tribal Affairs policies and procedures. Guides and monitors progress to ensure timely completion of milestones and that all goals and objectives are achieved. Establishes a direct and visible connection to facilitate community input, and to ensure increased transparency and accountability in department decisions by using a public forum to discuss those decisions that directly impact stakeholders. Oversees DPR's Tribal Liaison in matters related to representing DPR at Tribal meetings, conferences, and CalEPA's Tribal Advisory Committee (TAC), as well as developing strategies and action plans to address Tribal environmental issues, and educating stakeholders on matters concerning Tribal beliefs and perspectives.</p>
20%	<p>Serves as DPR's primary point of contact on community, EJ, and Tribal issues with other CalEPA boards, departments and offices, the public, tribal governments, federal and local governmental agencies and officials, other state agencies, and NGO, business and other stakeholders. Assists CalEPA in preparing a triennial update report to the Legislature and the Governor on the progress in implementing those parts of the Public Resources Code (PRC) sections 71110-71114 on environmental justice. Establishes a process to conduct meetings, outreach, and workshops to facilitate communication and participation in EJ communities and all communities affected by DPR's activities, with DPR and other impacted stakeholders. Ensures that public documents, notices, and information disseminated are readily accessible to EJ communities to enhance community communication regarding DPR's regulations, policies, goals, objectives, EJ concerns, and the benefits of compliance and enforcement actions.</p>

Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

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Percent of Time	Activity
20%	Reviews and maintains an understanding of Department regulations, policies, goals, and objectives which support the Department's mission and vision, including but not limited to, strategic planning, current organization of Department programs, and EJ programs and activities. Coordinates with the Human Resources Branch (HRB) to ensure principles of EJ and equity are incorporated into all Department regulations, policies, goals, and objectives.
10%	Manages staff in the Environmental Justice Office responsible for building coalitions with impacted stakeholders and participating in discussions with impacted communities. Participates in all aspects of the State's personnel management functions, including EEO, recruitment and hiring, and development of staff through establishing a positive and energized work environment conducive to continuous quality improvement; and adheres to all personnel and labor relations policy and procedures.
5%	Collaborates with the HRB on the development and implementation of training for Department staff on cultural norms, cultural settings, demographics, and socioeconomic layout of EJ communities, as well as general training on working effectively with the public, and respectful coordination and consultation with California Native American Tribes. Supports development of racial equity training development and implementation.
5%	<p>MARGINAL FUNCTIONS: Performs other related duties as required including, but no limited to: Participates in regular Department meetings and group discussions designed to promote and enhance EJ efforts.</p> <p>WORKING CONDITIONS:</p> <ul style="list-style-type: none"> • Maintains accessibility for communication 24/7. • Job requires statewide and overnight travel. • Ability to work in a high-rise office environment. • Ability to use a smart phone, computer monitor, mouse, and keyboard within an 8-hour day. <p>CONSEQUENCE OF ERROR: Liabilities incurred as a result of errors at this level can be substantial. Failure to effectively communicate with internal and external stakeholders may result in inaccurate reporting of critical issues to executive management and other governmental agencies. Improper evaluation of issues currently before DPR could negatively impact the department's ability to make effective and informed decisions that may jeopardize the safety and protection of all Californians.</p> <p>CRITICAL JOB COMPETENCIES:</p> <ul style="list-style-type: none"> • Transparency • Communication • Emotional Intelligence • Ethics and Integrity • Political Acumen • Technical Credibility • Problem Solving • Teamwork