

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 Conservation Board (WCB)	
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UNIT NAME AND LOCATION Land Acquisition & Special Programs Unit 715 P St., 17 th Floor, Sacramento, CA 95814	CLASS TITLE Supervising Land Agent (Supervisory)
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INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-4994-001
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BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under general direction of the Assistant Executive Director, the Supervising Land Agent (Supervisory) manages the land acquisition program, supervises land acquisition staff; and assists and oversees the evaluation, development and analysis of special issues and projects relating to the acquisition program at WCB.

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)
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40%	<u>ESSENTIAL FUNCTIONS:</u> The Supervising Land Agent (Supervisory) manages the land acquisition program, supervises land acquisition staff; and assists and oversees the evaluation, development and analysis of special issues and projects relating to the acquisition program at WCB. Resolves technical problems that arise during real estate negotiations. Evaluates potential projects for initial dollar estimates, determine if special problems such as neighborhood trends, hazardous materials exist, likelihood the project purposes can be accomplished via acquisition, or alternative approaches such as easement, exchanges, lease, etc. in accordance with Government Code Section 158539 and Fish and Game Code Section 1348 which constitute the State statues that authorize WCB to complete land acquisition and other property transactions necessary to support CDFW.
20%	Reviews all documents from Land Agent staff to make sure they are compliant and complete and ready for signature by the ED or AED – including grant and subgrant agreements, closing packages, disbursements, certificates of acceptance, grant deeds, conservation easements, title and escrow documents, transaction packages from Habitat Conservation Planning Branch, documents relating to granting of easements, contracts such as Phase I, timber reviews, surveys, mineral remoteness opinions, and appraisals. Provides cash projections.
15%	Represents the ED and AED and the Board at various meetings and activities throughout the State, including interaction with State, Federal, and local government organizations, and non-governmental stakeholder groups.
10%	Responsible for the day-to-day management of the Land Agent staff to ensure that both program and administrative actions meet all strategic objectives and meets WCB's mission; directs, supervises and ensures proper training and evaluation of staff; assures that financial, human resources and other administrative requirements are satisfied. Oversees process for WCB to award grants, provide technical assistance to constituencies and serve as facilitator to address complex acquisition issues.
10%	Plan, develop and manage the WCB's Land Acquisition Program; formulate policy recommendations to the ED and AED on the most sensitive land acquisition issues; research and advise the ED and AED and the WCB on all real estate related issues relative to land acquisition proposals to be considered by the WCB.

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<p>PERCENTAGE OF TIME PERFORMING DUTIES</p>	<p>INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)</p>	
<p>5%</p>	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Miscellaneous: Other duties as assigned related to the Land Acquisition unit.</p> <p><u>KNOWLEDGE AND ABILITIES:</u></p> <p>Knowledge of: Principles and techniques of real property appraisal and negotiation for acquisition; real property and condemnation law and of the nature and effect of documents and other factors which affect the sufficiency and validity of title to real property; policies, procedures, and practices of land acquisition in the California state service; the effect on property values of economic trends, restrictions, easements, leases, concession, and encroachments; principles and procedures of land management; principles of effective organization and management, budgeting, and supervision; department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Plan, organize, and direct the work of a technical staff; establish and maintain cooperative relationships with persons and organizations contacted in the course of the work; conduct negotiations with property owners; make accurate appraisals of real property; address audiences effectively; analyze situations accurately and adopt an effective course of action; write effective letters and reports; effectively contribute to the department's affirmative action objectives.</p> <p><u>DESIRABLE QUALIFICATIONS:</u></p> <p>Special Personal Characteristics: Assume management and supervisory responsibility for land acquisition program and staff: plan, organize, and direct staff in appraising and negotiating for the acquisition of real properties and rights of way; ability to make effective oral presentations before boards, commissions, partners, and the public; flexibility and tact.</p> <p>Interpersonal Skills: Make sound determinations and/or recommendations; analyze situations accurately and oversee appropriate courses of action; establish and maintain professional and cooperative relationships with representatives of public and private agencies, organized sportsmen groups, and the public.</p> <p>WORKING CONDITIONS: Travel is required for various meetings, site visits and other activities throughout the State.</p>	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</p> <p>Rebecca Fris, Assistant Executive Director</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</p> <p>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</p>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>