

**DUTY STATEMENT**

DGS OHR 907 (Rev. 7/2025)

☐ Current☒ Proposed

RPA NUMBER <b>28716</b>	DGS DIVISION / OFFICE or CLIENT AGENCY <b>Sacramento-San Joaquin Delta Conservancy</b>	
UNIT NAME <b>Ecological and Community Programs</b>	HEADQUARTER ADDRESS (example: 707 3rd Street, West Sacramento, CA 95605) <b>1450 Halyard Drive, Suite 6, West Sacramento, CA 95691</b>	
CIVIL SERVICE CLASSIFICATION <b>Environmental Program Manager I (Supervisory)</b>	POSITION NUMBER <b>531-100-0756-001</b>	CBID <b>S10</b>
POSITION ELIGIBLE FOR TELEWORK: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	PROBATIONARY PERIOD <input type="checkbox"/> 6 Months <input checked="" type="checkbox"/> 12 Months <input type="checkbox"/> N/A	WORK WEEK GROUP <b>E</b>
WORK SCHEDULE (DAYS / HOURS) <b>Monday - Friday / 0630 to 1830 (Flex)</b>	TENURE <b>Permanent</b>	
WORKING TITLE <b>Ecological and Community Programs Manager</b>	TIMEBASE <b>Full-Time</b>	
DESIGNATED POSITION FOR CONFLICT OF INTEREST (COI): <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	BILINGUAL POSITION: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No LANGUAGE NEEDED: <input checked="" type="checkbox"/> Verbal <input checked="" type="checkbox"/> Written Proficiency language in: <u>English</u>	
PROPOSED INCUMBENT (IF KNOWN)	EFFECTIVE DATE	

**CORE VALUES / MISSION** ☐ Rank and File ☐ Supervisor ☐ Specialist ☐ Office of Administrative Hearings ☒ Client Agency

Working collaboratively and in coordination with local communities, the Sacramento-San Joaquin Delta Conservancy (Conservancy) leads efforts to protect, enhance, and restore the Delta's economy, agriculture and working landscapes, and environment, for the benefit of the Delta region, its local communities, and the citizens of California.

### 2022-2027 Delta Conservancy's Guiding Principles:

- Acts in collaboration with the communities of the Delta and Suisun Marsh to implement multi-benefit initiatives.
- Operates with integrity in a transparent and accessible manner.
- Supports efforts that advance both environmental protection and economic well-being of the Delta in a complementary manner.
- Uses best available science.
- Recognizes and values the unique nature of the history, culture, communities, and ecosystems of the Delta and Suisun Marsh.
- Believes that access to natural resources, the benefits of ecological health, and the advantages of economic growth should be equitably distributed and accessible for all.
- Is committed to creating an inclusive workplace that promotes and values diversity.

### POSITION CONCEPT

Under the general direction of the Deputy Executive Officer (DEO) (Career Executive Assignment (CEA)), the Environmental Program Manager I (Supervisory) (EPM I (S)) is responsible for the formulation and implementation of programs that support the Sacramento-San Joaquin Delta Conservancy (Conservancy) as a primary state agency in the implementation of ecosystem restoration in the Delta and works collaboratively with local communities and other stakeholders to advance environmental protection and the economic well-being of residents in the Delta and Suisun Marsh region.

Supervision received: reports directly to and receives most assignments from the DEO; however, direction and assignments may also come from the Executive Officer.

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☐ Current☒ Proposed☐ Medical Clearance☐ Background Clearance☐ Typing☐ DMV Pull Notice☐ Drug Testing**SPECIAL REQUIREMENTS**☐ Vehicle Home Storage Permit☐ Driver's License and Class (specify below in Description)☐ Certificate (specify below in Description)☐ Professional License (specify below in Description)☐ Other (specify below in Description)**ESSENTIAL FUNCTIONS**

PERCENTAGE	DESCRIPTION
35%	<p><b>PROGRAM AND PROJECT MANAGEMENT</b></p> <p>Oversees implementation of programs and projects that carry out the Conservancy's Implementation Plan by developing or overseeing the development of program guidelines, materials and grant solicitation packages; managing grants and contracts; supervising program staff; conducting outreach; soliciting funding and evaluating the success of activities. The EPM I (S) is accountable for effective and timely completion of program and project objectives that conform to budget and funding requirements, collection of accurate data, and development and submission of satisfactory work products.</p> <p>Ensures effectiveness and efficiency of programs and projects by identifying resource needs; seeking additional funding when appropriate; developing and tracking timelines and milestones; establishing and tracking performance measures; tracking budget and expenditures; identifying and addressing emerging issues; and interpreting state and federal laws, regulations, and policies in order to secure resources; submit satisfactory work products; meet deadlines; work cost effectively and within budget; and make recommendations to the DEO.</p> <p>Ensures that programs meet community needs and are efficient by working with community members, stakeholders, other agencies and grantees to design, assess and collaborate on programs.</p> <p>Conducts analyses using project and program data and information to write documents such as reports, white papers, budget assessments, and correspondence, as required by the Conservancy Board, Natural Resource Agency, bond managers, control agencies, and other entities to fulfill information requests and respond to reporting mandates.</p>
30%	<p><b>SUPERVISION</b></p> <p>Provides leadership and performs a full range of supervisory duties in accordance with CalHR directives, Conservancy policies and guidelines, bargaining unit memorandum of understanding provisions, and other applicable state and federal laws, regulations, and policies by planning, organizing, training, directing, and mentoring subordinate staff including first-line supervisors to foster high morale and develop a productive, collaborative team. Delegates responsibility to supervisors and staff and ensures that work is complete, accurate, timely, cost-effective, and within budget.</p> <p>Defines functions and procedures for staff; establishes work plans; manages priorities; reviews work products; prepares regular employee probationary and performance reports, noting exceptional performance as well as areas in which improvement is needed; identifies performance expectations and conveys them to employees verbally and in writing; assists employees to create individual development plans; models and leads a collaborative team environment and facilitates training to support staff in meeting or exceeding expectations and ensure compliance with mandates.</p>

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PERCENTAGE	DESCRIPTION
	<p>Intervenes constructively, in coordination with the DEO, the Conservancy's Administration Supervisor, and DGS Office of Human Resources, as appropriate, through coaching, mentoring, and progressive discipline to improve staff performance and maintain a productive and safe work environment.</p> <p>Prepares Requests for Personnel Action, recruits and hires staff to fill vacancies in accordance with equal opportunity employment standards, reviews and approves or denies travel and leave requests, and completes other supervisory and personnel related administrative tasks to manage staff resources.</p>
20%	<p><b>SPECIAL PROJECTS</b></p> <p>Identifies needs, issues, and problems; conducts complex analyses; and recommends proactive strategies and program alternatives as assigned. Identifies and pursues opportunities to secure funding to further Conservancy priorities and develops programs in conjunction with executive management. Collaborates with state, local, and federal agencies, non-governmental organizations, residents and business owners in the Delta region, and other stakeholders to identify, evaluate and develop strategies to address the ecological, climate resilience, economic and community development needs of the Delta region. Makes presentations and independently represents the Conservancy at meetings, conferences, and on work groups and committees. Collaborating with the DEO, Conservancy administrative and other staff, and other agencies and entities as required, responds to requests for information from staff, agencies, and the public and develops legislative concepts, funding proposals, rule-making packages, budget change proposals, and bill analyses, and in accordance with Conservancy policies and control agency procedures, to support the work of the Conservancy.</p> <p>Plans for succession by establishing and documenting processes and procedures and making recommendations to the DEO regarding long-range plans and goals in order to reduce risk and ensure continuity of operations. Studies past trends and projects future trends and prepares reports to aid executive management in making decisions. Provides information to help guide future program development, meet emerging needs of the Delta, and keep the Conservancy relevant and effective.</p> <p>May act in a lead capacity in the absence of the DEO.</p>
15%	<p><b>PLANNING AND POLICY</b></p> <p>Works with the DEO, supervisors, and staff to plan and formulate policies for the programs and projects for which the EPM I (S) is responsible. Establishes goals and objectives, develops implementation plans to execute the Conservancy's Strategic Plan, tracks and analyzes program metrics, and evaluates success. Oversees operational planning and assists executive management in formulating policy and procedures in accordance with applicable state and federal laws and regulations and Conservancy policies and guidelines to ensure efficient and effective use of resources. Coordinates with the DEO, Conservancy administrative staff, control agencies, and others to develop and manage budgets (such as for projects, bonds, contracts, and grants) in accordance with generally accepted accounting and budgeting practices to ensure programs and projects are efficiently implemented consistent with the mandates of each funding source. Stays up to date on the latest trends and developments in the Delta to proactively address needs and grow programs.</p>

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PERCENTAGE	DESCRIPTION

**WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**☒ Travel (Specify the percentage in the travel box below)Travel 10 % of the time to various locations and may include overnight travel by various methods of transportation.**SUPERVISION RECEIVED**

The Environmental Program Manager I (S) is supervised by the Deputy Executive Officer (Career Executive Assignment (CEA)) but may also receive assignments from the Executive Officer.

**SUPERVISION EXERCISED**

Supervision of employee(s) in the Environmental Scientists series, a Staff Services Manager I (Supervisory), and an Associate Governmental Program Analyst, and other relevant classifications.

**ATTENDANCE**

Incumbent must maintain acceptable, consistent, and predictable attendance as determined at the Conservancy's sole discretion. Must be regularly available and willing to work the hours the Conservancy determines are desirable to meet its business needs.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

All Conservancy employees are expected to work cooperatively and conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Conservancy. Additionally, all Conservancy employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, bullying, inappropriate conduct, and retaliation.

**WORK ENVIRONMENT**

The duties of this position are performed primarily indoors. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting or standing, and use of telephone, personal computer, multi-function printer, and computer programs (such as, but not limited to Microsoft Office Suite, Microsoft Teams, Zoom, Adobe Acrobat, ABCRS, and RAPTR) are required. Travel is required up to 10 percent of the time (including driving or riding in a vehicle); incumbent may be required to work outdoors, occasionally moving across uneven terrain and working in inclement weather, when required to participate in activities such as site visits, tours, or events.

**TELEWORK ELIGIBILITY AND EXPECTATIONS**

This position is eligible for telework. The alternate work location and specific working schedule must be documented on an approved Telework Agreement. All Telework Agreements are developed under and subject to the conditions and criteria established by the Delta Conservancy Telework Policy.

Duties of this position are subject to change and may be revised as needed or required.

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- Experience as a supervisor and ability to effectively coach and develop staff.
- Ability to apply critical reasoning, conduct effective analyses, and make sound recommendations.
- Ability to effectively communicate information both verbally and in writing.
- Experience making presentations.
- Ability to exercise a high degree of initiative, independence, resilience, and flexibility.
- Experience managing programs, grants, and contracts.
- Ability to work under pressure and tight time constraints with a positive attitude to manage multiple priorities, produce accurate work, and meet deadlines.
- Ability to work collaboratively and productively with a broad range of individuals, multiple agencies, community members and partners.
- Highly organized, effective time management skills, and strong attention to detail.
- Ability to work independently, take direction, implement actions, and take initiative to complete tasks.
- Proficient in the use of Microsoft Outlook, Excel, Word, and PowerPoint.
- Experience related to Delta and Suisun Marsh natural resource systems and issues.
- Ability to effectively research, interpret, and apply laws, regulations, guidance, and policy.
- Familiarity with California Environmental Quality Act (CEQA) and federal and state environmental permitting requirements is desired.
- Experience planning, leading, and/or facilitating meetings.
- Ability to think strategically about the organization and its programs.

**EXPERIENCE**

- Demonstrate the ability to mentor, coach, motivate and develop team members.
  - Experience managing a project and/or program including identifying and monitoring tasks, priorities, resources, and timelines; managing budgets and tools (e.g., contracts and grants); conducting outreach; mitigating risk and evaluating program success.
  - Experience in preparing for and communicating with various audiences.
  - Experience working with interested parties, (e.g., public agencies, non-profit, tribal or community-based organizations) to collaboratively create products.
  - Experience and knowledge of ecosystem restoration, habitat conservation, water quality improvement, climate adaptation, nature-based solutions, or agricultural sustainability.
  - Experience and knowledge of community enhancement, economic development, and environmental education programs.
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You are a valued member of the department's team. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your creativity and productivity are encouraged. Your efforts to treat others fairly, honestly and with respect are important to everyone who works with you.

*I have discussed these duties with my supervisor and have received a copy of the duty statement. I have read and understand the duties and essential functions listed above and I am able to complete the essential functions with or without a reasonable accommodation. (If you believe you need a reasonable accommodation or you are unsure if you need a reasonable accommodation, please inform the hiring manager and contact the Reasonable Accommodation Unit at [reasonableaccommodation@dgs.ca.gov](mailto:reasonableaccommodation@dgs.ca.gov))*

EMPLOYEE NAME	EMPLOYEE SIGNATURE	DATE SIGNED
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*I have discussed the duties of the position with the employee and certify the duty statement represents an accurate description of the essential functions of the position. I have provided the employee with a copy of this duty statement.*

SUPERVISOR NAME	SUPERVISOR SIGNATURE	DATE SIGNED
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