



## **DUTY STATEMENT**

### **POSITION INFORMATION**

Classification Title	Supervisor I
Position Number	415-001-4800-903
CB Identifier	S01
Working Title	Partnerships & Community Support Manager
Division / Unit	Policy & Outreach / Partnerships & Community Support
<b>Incumbent Name</b>	
Working Location	Auburn, CA
Supervisor/Manager	Brittany L. Covich, Policy & Outreach Division Chief
Tenure	Limited Term, Full-time
Effective Date	
Conflict of Interest Filing (Form 700) required for this position.	Yes

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; and possess integrity, initiative, dependability, and good judgement.**

### **GENERAL DESCRIPTION**

The reporting location for the Partnerships & Community Support Manager (Supervisor I) position is at the Sierra Nevada Conservancy (SNC or Department) headquarters office in Auburn. Working under general direction of the SNC's Policy & Outreach Division Chief, the Supervisor I acts as the project manager and first-line supervisor in initiating, developing, and implementing programs and projects across the Sierra Nevada-Cascade Region. The Supervisor I performs as a highly skilled subject matter expert, assessing and developing departmental activities and acting as the Department's spokesperson, with the ability to act authoritatively as the manager of Partnerships and Community Support programs.

The Supervisor I supervises the Partnerships & Community Support Unit which is responsible for identifying capacity and technical assistance needs across the SNC's region and designing and implementing collaboration and capacity building, tribal engagement and consultation, and community resilience programs that meet those needs. The Supervisor I leads the development of partnerships, programs, and services that enable regional partners to advance projects aligned with the SNC's Strategic Plan. The Supervisor I serves as the managing SNC Tribal Liaison, leading SNC's tribal outreach, fostering government-to-government consultation, and advising SNC's leadership on tribal engagement and support efforts. The position requires flexible work hours and frequent travel throughout the Sierra Nevada-Cascade Region.

### **JOB FUNCTIONS**

(E=Essential / M=Marginal Functions)



**20% (E) – Capacity Building & Technical Assistance Services**

Supervises staff in identifying, developing, and expanding Regional capacity and partnerships that advance the SNC's Strategic Plan.

- Collaborates with SNC staff, managers, executives, and Regional partners to identify capacity building needs, trends, and opportunities; recommends and develops funding and technical assistance services that support Regional partners advancing the goals outlined in the SNC Strategic Plan.
- Identifies opportunities, in coordination with SNC Regional staff, to initiate and support high priority, multi-party Regional- and statewide-level collaborative efforts that advance SNC's Strategic Plan goals. Works with SNC staff, managers, executives, and partners to identify and connect capacity building services and Regional partnerships.
- Manages the coordination and convening of regional partners to develop stronger collaboration, organizational capacity, regional strategies, and project pipelines, including organizing regular partner meetings, workshops, and/or networking experiences to share lessons learned.
- Manages and/or advises on the coordination and convening of state and federal agencies, tribes and tribal organizations, and other Regional and local partners around high-profile landscape-level forest health, wildfire risk reduction, community resilience, climate adaptation and mitigation, recreation, and natural resource conservation and restoration initiatives.
- Identifies and leads high-level efforts to increase and leverage funding for the Sierra Nevada-Cascade Region. Manages and/or advises on the coordination and convening of state and federal agency and other Regional partners around specific Regional funding opportunities that contribute to more strategic and durable funding for the Sierra Nevada-Cascade Region.
- Advises SNC's executive team on Regional capacity building and community resilience strategies and needs affecting the SNC and its programs.

**20% (E) – Tribal Liaison**

- Serves as the designated SNC Tribal Liaison, personally performing the most difficult or sensitive work, and manages responsibilities associated with meeting tribal communication engagement and consultation requirements.
- Leads SNC's outreach to and engagement with California Native American tribes, including but not limited to tribal governments, organizations, communities and members. Outreach may be conducted through in-person meetings, phone calls, interviews, presentations, attendance of tribal council meetings, or field visits throughout the Sierra Nevada-Cascade Region to build trust and cultivate participation, inclusion, and leadership in the work (policies, programs, initiatives) of the Sierra Nevada Conservancy.
- Leads communications between the SNC and California Native American tribes, and facilitate and implement effective government-to-government Consultations between California Native American tribes and the SNC and its staff. This could include listening sessions, informal consultation with staff, and AB52 and EO B-



10-11 Consultations with tribal governments concerning SNC policies, programs, grant guidelines, and specific grants projects.

- Acts as the a subject matter expert and advise SNC Executive leadership and Area Representatives regarding the needs and priorities of California Native American tribes; provides recommendations on how to meaningfully support and engage them in SNC grant programs, guidelines development, or other program and policy development.
- Leads SNC's participation in tribal engagement and policy development with the California Natural Resources Agency. Staffs workgroups, participates in development of draft documents and reports, and acts as primary point of contact for SNC in state-led tribal engagement efforts.

### **20% (E) – Staff Management and Personal Development**

Plans, organizes, and supervises the work of professional and technical staff in meeting the objectives of SNC's capacity building, tribal engagement, and community resilience programs. Provides technical direction to the Partnerships & Community Support Unit staff, communicates program goals and objectives, makes recommendations, and sets priorities in coordination with the Department's Strategic Plan and governing statutes. Participates in personal development and skill-building training.

- Oversees staff in the development and ongoing operation of established programs.
- Conducts staff meetings.
- Reviews staff recommendations, proposals, and project-related work products.
- Participates in employee recruitment, selection, and retention efforts. Assesses training needs; trains and coaches staff.
- Provides employee evaluations.
- Addresses employee discipline, grievance, and other labor relations or sensitive issues.
- Seeks out and successfully completes training to strengthen technical, supervisory, and leadership skills.

### **20% (E) – Funding Program Design & Administration**

Supervises staff in the development, analysis, organization, and administration of SNC capacity building and community resilience funding, including the administration of SNC reimbursement funding agreements.

- Provides oversight and guidance to the Partnerships and Community Support Unit on the design and implementation of funding programs which provide capacity building and project implementation support to the Sierra Nevada-Cascade Region.
- Provides leadership and guidance in identifying appropriate reimbursement funding opportunities, such as the Regional Forest and Fire Capacity Program (CNRA/DOC), and makes recommendations to management, develops reimbursement and other related agreements; works with state and federal administrative staff to execute agreements; complies with applicable state and



federal contracting guidelines and regulations; and oversees and tracks expenditures, project accomplishments, and vendor/grantee performance.

- Provides guidance in developing materials and presenting recommendations to the Governing Board; makes presentations to the Governing Board and at stakeholder forums and meetings.
- Provides leadership in interpreting and developing standards and guidelines for capacity building funding and technical assistance services, projects, and programs; solicits, evaluates, modifies, develops, and implements project proposals and plans submitted by local, state, federal, tribal, and nonprofit organizations, or as originated by the SNC; and provides planning, facilitation, internal and external coordination and liaison services.
- Provides leadership in preparing grant and other agreements with grant recipients and other partners, developing special terms and conditions, if required; analyzes project and planning applications for adequacy of project justification and compliance with program criteria; prepares and justifies payment recommendations; provides recommendations for project approvals; evaluates amendment requests; and works with grant recipients throughout the duration of the project to meet deliverables set in the grant.
- Guides staff in resolving grant development or performance problems; oversees staff in resolving reimbursement agreement development or performance problems; independently handles the most complex, difficult, or sensitive problems.
- Develops and manages specialized projects in support of the Department's mission and the goals of the Partnerships & Community Support Unit.

#### **15% (E) – Cross-Departmental Coordination**

Coordinates with other SNC managers to ensure that programs developed effectively work together to implement the SNC's Strategic Plan.

- Collaborates with Field Operations Unit and executive management on program design and administration to ensure SNC funding programs and technical assistance services are complementary and meet Regional needs.
- Attends and presents at Board meetings, reviews staff reports, and provides content for external communications products. Coordinates development and implementation of Partnerships and Community Support materials, progress reports and updates to SNC staff and Governing Board and other SNC partners.
- Works with other Policy & Outreach staff, managers, and executive leadership to identify key opportunities to publicize SNC's Partnerships & Community Support initiatives, accomplishments, and projects. Supports the development and implementation of SNC's education and communications programs. Informs SNC's policy and legislative strategy and responds to requests for information on trends and opportunities for increasing regional capacity and community resilience.
- Works with Administrative Services staff and Division Chief to ensure Partnerships & Community Support Unit activities are compliant with legal and administrative requirements. Ensures that the unit's administrative needs are



understood and being met, and provide input needed to respond to audits and other administrative requests from various state control agencies.

### **5% (M) – Miscellaneous Activities**

Responds to general calls and emails; complies with administrative reporting requirements (e.g., completion of timesheets, travel expense claims, training requests, individual development plans); participates in required trainings.

### **SUPERVISION RECEIVED**

The Supervisor I is supervised by the Policy & Outreach Division Chief (Manager II).

### **SUPERVISION EXERCISED**

The Supervisor I supervises technical and professional staff in classifications such as Analyst I, Analyst II, Analyst III and Conservancy Project Development Analyst.

### **ATTENDANCE**

Must maintain regular and acceptable attendance at such level as is determined at SNC's sole discretion. Must be regularly available and willing to work the hours SNC determines are necessary or desirable to meet its business needs. Must travel to SNC field offices, grant sites, Sacramento, and other sites as required.

### **REQUIRED KNOWLEDGE AND ABILITIES (from Class Specifications)**

Knowledge of: Principles, practices, and trends of public and business administration, management, and supportive staff services; principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; governmental functions and organization at the state and local level; a supervisor/manager's responsibility for promoting equal opportunity in hiring and employee development and promotion, and for maintaining a work environment which is free of discrimination and harassment.

Ability to: Reason logically and creatively utilize a variety of analytical techniques to resolve complex governmental and managerial problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex departmental program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively promote equal opportunity in employment while maintaining a work environment that is free of discrimination and harassment.

### **OTHER INFORMATION**

Incumbent must possess good communication skills; use good judgment in decision-making; exercise creativity and flexibility in problem identification and resolution; manage time and resources effectively; have the ability to act independently; be open-minded, flexible, tactful; and be responsive to SNC management needs.



## **WORK ENVIRONMENT**

The duties of this position are performed primarily indoors in a modern office environment. The incumbent's workstation is equipped with standard or ergonomic office equipment, as appropriate. Prolonged sitting, use of telephone, personal computer, and copier are required. Travel is required (including driving or riding in a vehicle) and may require incumbent to be outdoors, occasionally walking on uneven terrain and working in inclement weather when required to attend site visits. Incumbent must work well under pressure, meeting multiple and sometimes conflicting deadlines. Occasional lifting, carrying, and/or moving up to 25 pounds may be required.

## **TELEWORK ELIGIBILITY AND EXPECTATIONS**

This position is eligible for telework, unless otherwise noted by duty. Any approved alternate work location and specific working schedule must be documented on the SNC Telework Agreement (STD 200). All telework agreements are developed under and subject to the conditions and criteria established in the SNC Telework Program Policy (HR-02).

All SNC positions may be subject to 100 percent teleworking if ordered under emergency circumstances, which may be issued or rescinded without notice.

## **EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT**

All SNC employees are expected to 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 Department. Additionally, all SNC employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, and retaliation.

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

## **EMPLOYEE ACKNOWLEDGEMENT**

**I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation.** (If you believe reasonable accommodations are necessary, discuss your concerns with the hiring supervisor. If unsure of a need for a reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with Human Resources.)

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

## **SUPERVISOR ACKNOWLEDGEMENT**

**I have discussed the duties of this position with and have provided a copy of this duty statement to, the employee named above.**

Supervisor Printed Name \_\_\_\_\_



Supervisor Signature

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