



## DUTY STATEMENT

<b>DIVISION</b>	<b>CLASSIFICATION</b>	<b>POSITION NUMBER (Agency-Unit-Class-Serial)</b>
OHMVR Division	Environmental Program Manager I	549-550-0760-001
<b>DISTRICT/HQ SECTION</b>	<b>WORKING TITLE</b>	<b>CBID</b>
Headquarters	Environmental Program Manager I	M10
<b>SECTOR/HQ UNIT</b>	<b>REPORTING LOCATION</b>	<b>INCUMBENT</b>
OHV Compliance	715 P Street, Sacramento, CA 95814	
<b>STATE HOUSING: (Check one)</b>		<b>IMMEDIATE SUPERVISOR</b>
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Deputy Director
<b>SENSITIVE POSITION DESIGNATION: (Check if applicable)</b>		
<input type="checkbox"/> Sensitive Position as designated by the Department per <a href="#">California Code of Regulation (CCR) 599.961</a>		
<b>POSITION DESCRIPTION</b>		
<p>Under the direction of the Off-Highway Motor Vehicle Recreation (OHMVR) Deputy Director, and in coordination with OHMVRs Deputy Director, Park Operations, and Natural Resource Division Chiefs, the Environmental Program Manager I (EPM I) manages the Off-Highway Vehicle (OHV) Environmental Compliance Program for the OHMVR Division. The EPM I ensures OHV recreational areas are managed for long-term environmental sustainability, and that OHV areas comply with applicable environmental laws, guidelines, and regulations. The EPM I is responsible for programmatic oversight of soil standards and wildlife habitats, habitat restoration, and project planning. The EPM I assesses OHMVRs and level of compliance with the California Environmental Quality Act (CEQA), National Environmental Policy Act (NEPA), state and federal Endangered Species Acts, state Fish and Game Codes, and state clean air and water mandates. The EPM I works with the OHV Grants Team to ensure environmental compliance with grant regulations, the California Code of Regulations, and the Public Resources Code. The EPM I develops adaptive management techniques which are incorporated into on site management activities within State Vehicular Recreation Areas (SVRAs).</p> <p>The EPM I will be required to work in high-level, politically sensitive areas and must possess a high level of political acumen.</p>		
<b>ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.</b>		
<b>ESSENTIAL FUNCTIONS:</b>		
<b>%</b>	<b>TASK/DUTIES</b>	
45%	<p><b>OHV Environmental Compliance Program and Contract Management</b>          Directs the OHMVR Divisions efforts related to the Environmental Compliance Program. Confer with CA State Parks leadership, program managers, environmental scientists and other compliance and resource staff to develop comprehensive strategies that keep SVRAs and other lands supported by the OHV Trust Fund Grants Program compliant with current resource management regulations and standards to avoid and reduce environmental impacts. Responsible for formulating and administering policies that will advance the OHMVR Division and Department’s Environmental Compliance Programs and improve the management and preservation of OHV Recreation for the State Park System. Ensures that system wide program objectives are met, proper procedures are maintained, and programs are fiscally accountable.</p>	

	<p>Analyzes complex regulatory and environmental documents that impact OHMVR Division interests and recommends and/or negotiates changes to such documents. Manages the preparation of complex regulatory and environmental documents and permits. Represent the OHMVR Division at public hearings. Coordinate and implement mitigation measures related to environmental compliance. Serves as liaison with Department legal counsel and the State Attorney General's Office regarding OHMVR litigation.</p> <p>Works with consultants and advisors to initiate new contracts, memoranda of understanding, amendments and/or statements of work to ensure OHV environmental compliance that mitigates dust. Negotiates contract terms and conditions, scopes of work, timelines, and cost proposals; develops and writes a clear, concise, detailed descriptions of work to be performed. Maintains contract documentation and record keeping of contract performance. Monitors contracts to ensure that services are performed according to the quality, quantity, objectives, timeframes, and manners specified in the contracts. Reviews progress reports and interim products. Reviews and approves invoices for payment to substantiate expenditures for work performed and to prevent penalties from being assessed. Verifies that contractors have fulfilled all requirements of the contract before approving final invoices. Develops budgets, reviews expenditures, and maintains fiscal compliance to meet Departmental and Divisional guidelines and procedures.</p>
<b>25%</b>	<p><b>Staff Management</b></p> <p>Directs and supervises staff in the management of OHMVR Division Environmental Compliance Unit. Provides direction and guidance to subordinate staff regarding ongoing assignments and daily work activities to ensure deadlines are met. Delegates responsibility to staff to facilitate timely completion of work. Reviews work and evaluates performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met. Completes personnel action documentation and conducts hiring interviews to maintain adequate staffing levels and facilitate the recruitment process. Approves travel and leave requests for staff following leave usage guidelines. Provides leadership while arranging and approving training and development opportunities for staff to increase knowledge base and encourage upward mobility. Directs staff to coordinate and facilitate meetings.</p>
<b>25%</b>	<p><b>Coordination and Communication</b></p> <p>Responds to questions, comments, and-complaints from the public that are related to Division activities and explains OHMVR Division or departmental policies. Responds to Public Records Act requests by researching and compiling appropriate documentation. Represents the OHMVR Division by attending or speaking at public meetings and technical conferences. Responds to Director's Action Requests using established protocols. Responds to Governor's Office Action Requests using established protocols. Identify and obtain data needed to fill information gaps. Liaison with stakeholders and Statewide partners regarding OHMVR Division environmental stewardship. Reports to Deputy Director and Division Chief using established forms and report formats. Keeps management and team members fully informed of program's progress. Makes presentations to and prepares documents for the OHMVR Commission, the Senate Committee on Appropriations, and other portions of the Legislature as required by Public Resource Code 5090.24. Creates briefing papers on the status of the program for OHMVR Commission meetings.</p>
<b>MARGINAL FUNCTIONS:</b>	
<b>%</b>	<b>TASK/DUTIES</b>
<b>5%</b>	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
<b>TYPICAL WORKING CONDITIONS</b>	
Office environment, daily and frequent use of a laptop computer and a variety of office software applications at a workstation in the office, and at home. Sit in a normal seated position and/or stand for extended periods of time. Occasional to frequent work outside of the office in a field environment. Field work may have moderate exposure to unusual elements, such as extreme temperatures, elevations, dirt, dust, fumes, unpleasant odors, and/or loud noises and a range of climatic environments from hot, dry deserts, coastal beaches, cool forests, and mountainous areas. May be exposed to extreme traffic conditions. Operate and	

navigate 4x4 vehicles, ATVs, Recreational Off-Highway Vehicles, or motorcycles in remote park locations. Walking or hiking into remote areas of parks with a wide range of terrain.

**TELEWORK DESIGNATION**

**This position is designated as: (Check one)**

Telework Eligible – Office Centered     Telework Eligible – Remote Centered     Not Telework Eligible

**SPECIAL REQUIREMENTS:**

Possession of a valid class C driver's license is required.

**The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.**

**SUPERVISOR STATEMENT:**

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

<b>SUPERVISOR NAME (PRINT OR TYPE)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>

**EMPLOYEE STATEMENT:**

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

<b>EMPLOYEE NAME (PRINT OR TYPE)</b>	<b>EMPLOYEE SIGNATURE</b>	<b>DATE</b>