

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

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	POSITION NUMBER (Agency-Unit-Class-Serial) 567-001-7500-004
UNIT NAME AND LOCATION Executive Unit, WCB Headquarters, Sacramento	CLASS TITLE Deputy Executive Director, Administration (CEA A)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
Under the administrative direction of the Board of the Wildlife Conservation Board (WCB) and the functional guidance and direction of the Executive Director, the Deputy Executive Director, Administration (Admin Deputy) will manage WCB's major administrative functions and will perform WCB's most difficult and sensitive administrative work. The Admin Deputy will serve on WCB's Executive Team and, in that role, will render top-level advice on a continuous basis that has broad impact to the Executive Director, other senior officials in WCB management, and high-level officials in the Administration and Legislature. The Admin Deputy will have broad responsibility for developing policies and procedures and will review policies and procedures developed by other WCB staff to ensure that they meet administrative laws, rules, and regulations.

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.)
30%	<u>ESSENTIAL FUNCTIONS:</u> Manage WCB's major administrative functions. Oversee all administrative functions for WCB and supervision (first, second or third level) of administrative staff assigned to work for WCB handling fiscal management, budgets, bond coordination, grant funding, procurement, contracts, and human resources. Assign, review, and approve work of subordinate staff. Establish expectations and deadlines, evaluate job performance, and initiate progressive discipline and/or corrective action as necessary. Coordinate WCB's administrative work with the California Department of Fish and Wildlife's administrative functions to ensure consistency, wherever possible.
25%	Control agency coordination. Act as WCB's primary liaison for the State's control agencies that include but are not limited to: Department of Finance, Legislative Analyst's Office, State Auditor, State Controller and State Treasurer, among others. Oversee accurate report preparation, assist with audits, prepare funding forecasts and requests Responsible for all control agency communications.
20%	High-level policy development and review. Have broad responsibility for drafting policies and procedures that address administrative issues that affect WCB's work. Beyond the administrative program area, review policies and procedures drafted by other WCB staff on issues to be sure they comply with all applicable administrative requirements. Develop appropriate strategies to involve stakeholders in WCB policies. Train staff on new policies.
20%	Serve as a member of WCB's Executive Team. Continuous and direct interaction with WCB's senior management and Board members. Provide direct, continuous advice on the most complex and sensitive administrative matters to WCB's Board and top-level management and serve as WCB's

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<p>5%</p>	<p>expert on all administrative matters. Plan and develop programs for WCB's efficient operations. Identify operational and program improvement opportunities to enhance WCB's effectiveness. Attend Board meetings, as appropriate, and prepare administrative reports to the Board on behalf of the Executive Team</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform administrative tasks associated with the position such as tracking time worked and other paperwork. Attend career development and training programs.</p> <p>Special Personal Characteristics: Ability to analyze complex and sensitive issues. Ability to multi-task, work independently, and manage a diverse workload. Meet deadlines. Ability to speak at public meetings. Effective as a supervisor/manager.</p> <p>WORKING CONDITIONS: This position is based at 715 P Street, Sacramento. Work is done both in-office and may also be fulfilled from a home office pursuant to a Telework Agreement. Some travel, including overnight stays, may be required.</p>

SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.

<p>PRINT SUPERVISOR'S NAME</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.

<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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