

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 Central Region 4	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Lands and Wildlife	CLASS TITLE Environmental Program Manager I – Supervisory
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-461-0765-001

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS
 Under the general direction of the Regional Manager, the Environmental Program Manager I (Supervisory) is responsible for managing major regional programs for wildlife, plant and habitat management. These include: lands management (wildlife areas, ecological reserves, mitigation parcels, and undesignated lands); public outreach; game and nongame wildlife management, including endangered species recovery, habitat management, and invasive species control; private lands management; Climate Change Adaptation; State Wildlife Action Plan implementation; and resource assessment. The incumbent directly supervises 6 or more senior/supervisory professional staff, engaged in sensitive environmental issues, interagency coordination, public outreach, and management, planning, investigation and/or research activities. These programs involve complex issues and require extensive knowledge and understanding of the component parts of ecosystems and ecosystem management including terrestrial and aquatic habitats; sensitive species management; local, state and federal jurisdictions and regulations; and related activities. Incumbent provides leadership to the above programs; helps develop partnerships with other government agencies; non-government organizations, and the public. The position requires both highly independent and team actions, both of which involve highly sensitive public contacts. The incumbent closely monitors and manages politically sensitive elements of the above programs and keeps the Regional Manager apprised of developing significant issues. The incumbent coordinates these programs with other Regions and Divisions. The consequences of error may be highly significant for the Department from both a biological and political perspective and may be impossible to fully correct. Duties include:

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.)
40%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Provide direct management of the Regional Lands and Wildlife Program. Work with program supervisors to identify/establish program goals, develop and implement annual work plans, grants and contracts consistent with region goals that include criteria to evaluate success towards achieving those goals. Exercise authority and accountability to ensure timely completion of program objectives and submittal of satisfactory work products. In consultation with program supervisors, conduct operations planning and assigning of projects, develop and manage budgets for time and funds, and ensure program consistency with State and Federal regulations and Department policies. The position requires coordination with other regions and branches, as well as other governmental agencies, boards, and the public on issues of major complexity and sensitivity. Assists the Regional Manager in the formulation and administration of policies. The position directly supervises seven Senior Environmental Scientist Supervisors. The position is responsible for monitoring and managing politically sensitive elements of the Central Region's Lands and Wildlife program and keeps the Regional Manager and the Directorate apprised of any developing significant issues.</p> <p>Directly supervise program supervisors and senior staff, and indirectly supervise subordinates within the Regional Lands and Wildlife Program, which are spread geographically throughout the region at facilities in Fresno, Mendota, Los Banos, San Luis Obispo, Elkhorn Slough, and Monterey, as well as</p>

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25%	<p>a few home offices. Assign and distribute work, monitor and evaluate performance, prepare annual performance reviews, determine training needs and approve training requests, implement three phase progressive discipline, verify and approve employee's attendance and leave requests. Conduct all aspects of employee relations including exercising authority to hire, suspend, lay off, recall, promote, discharge, assign, reward, and discipline, while understanding employee rights with regard to labor relations. Oversee or conduct hiring, training, evaluation and other management of personnel. Assure compliance with the Department's Equal Employment Opportunity (EEO) policies, procedures and goals. Implement personnel safety procedures</p> <p>Manage all program budgets and budget component planning, and expenditures for the above programs. Oversee preparation of contracts, budget concepts, Budget Change Proposals (BCP) and grants.</p>
10%	<p>In consultation with the Regional Manager and Wildlife Branch, implement existing program policies and procedures, formulate Regional Lands and Wildlife policy, goals and priorities and manage the programs consistent with those goals and priorities, assist in developing policy recommendations and procedures through participation and engagement with the Lands Committee, Statewide Environmental Program Manager's Group, and similar regional and statewide policy and operations committees, and assist in developing policy recommendations to the Executive Team.</p>
10%	<p>Serve on the Regional Management Team and act for the Regional Manager as necessary. Participate and provide leadership on regional teams. Complete program planning, reporting and administrative assignments from the Regional Manager or Administrative Officers.</p>
10%	<p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p>Perform routine administrative duties including time reporting, monthly reporting of activities. Implement Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation and reviewing scientific literature.</p>
5%	<p>Special Personal Characteristics: Strong communication skills, a demonstrated ability to work independently, high degree of initiative and flexibility. It is essential that the incumbent has strong abilities to work with people and to identify and assist in the development of partnerships; has a broad understanding of biological, political, and legal issues and policies associated with the regional and statewide Lands and Wildlife programs, and the ability to assist staff to accomplish specific goals within the Central Region. It is essential that the incumbent has strong supervisory skills to develop/lead program staff; strong capabilities to work with people and to identify and assist in the development of partnerships; has a broad understanding of biological, political, and legal issues and policies associated with the regional and statewide Wildlife and Lands programs, and the ability to assist staff to accomplish specific goals within the Central Region.</p> <p>Interpersonal Skills: Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; demonstrate excellent listening skills and effective negotiation skills.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard for several hours each day; complete office tasks that require sitting, standing, and walking to other locations; attend meetings and conference calls; visit remote lands requiring travel of up to three or more hours each way and sometimes including early mornings and late nights; occasional overnight travel to reach some meeting or facility locations; hiking over uneven and possibly steep or wet terrain on Department or other conservation lands; occasional travel of two or more days per week including occasional overnight travel.</p>

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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
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.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE