

Classification Environmental Program Manager I (Supervisory)	Position Number 814-510-0756-281	Location Sacramento (Headquarters)
Division/Branch Pesticide Registration Branch	Supervisor's Classification Environmental Program Manager II	Collective Bargaining Identification Designation (CBID) S10
Conflict of Interest Disclosure: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Incumbent (If filled) Vacant	

Job requires driving automobile: In this position, the incumbent may, as needed, drive a state vehicle for work purposes. (Employee must complete DPR-034, Request for Driver Record Information).

SUPERVISORY RESPONSIBILITIES (Check One) Managerial Supervisory Lead Person None

Direct Supervision Exercised:		Indirect Supervision Exercised:	
No. of Employees	Classification Title	No. of Employees	Classification Title
1 3	Senior Environmental Scientist (Supervisory) Senior Environmental Scientist (Specialist)	4	Environmental Scientist

I have read and discussed these duties with my supervisor.

Employee Signature	Date
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I certify that the DPR-217 accurately represents the duties and responsibilities of the position.

Supervisor Signature	Date
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Description of Duties (*Attach additional sheets, if necessary, and identify position information*)

Summarize the regularly assigned duties of the position by percentage in descending order. Do not combine distinct activities into a single percentage. Descriptive information should reflect variety and complexity of duties through: supervision exercised and/or received; responsibility for decision making and consequence of error; analytical requirements; special knowledge; skills or abilities required; level, type and frequency of public contact; and unusual working conditions (i.e., field work, bilingual services, etc.); and physical requirements (physical demands, environmental demands).

Percent of Time	Activity
40%	<p>Under the general direction of the Environmental Program Manager II, the Environmental Program Manager I (Supervisory), at the secondary supervisory level, plans, organizes, directs, and reviews a complex and environmentally sensitive statewide pesticide continuous evaluation program, which protects the State's natural resources and public health. The incumbent is authorized and accountable for the timely completion of program objectives, and responsible for the development and implementation of program policies. Serves as acting EPM II when necessary.</p> <p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Oversees a complex scientific process to ensure that the Department fulfills its mandate to continuously evaluate pesticides currently registered in California. Leads staff responsible for coordinating the reevaluation program and implementing the Birth Defect Prevention Act and the Pesticide Contamination Prevention Act. Conducts continuous evaluation of registered pesticide products with potential to cause adverse effects to humans or the environment to assess whether the adverse effects are significant and to determine whether the adverse effects can be mitigated. Carries out activities such as the identification of pesticide products containing listed cancer-causing chemicals under the Safe Drinking Water and Toxic Enforcement Act. Reviews, evaluates and comments on federal and state laws and regulations that have an impact on California pesticide registration and use. Oversees the development of environmental permitting packages consistent with the program's functional equivalency status under the California Environmental Quality Act. Leads staff responsible for the maintenance and administration of the California Pesticide Electronic Submission Tracking (CalPEST) for the Pesticide Registration Branch.</p>
20%	<p>Responsible for full range of first and second level supervisory duties. Evaluates and supports staff performance and teamwork to maintain superior quality in completing projects; identifies training needs; anticipates and creatively responds to all aspects of the State's personnel management functions, including recruitment and hiring of staff, preparation of annual performance evaluations in conjunction with operational plans and performance metrics; and proactively addresses performance deficiencies utilizing the progressive discipline process. Participates in sensitive and confidential personnel problems. Evaluates program effectiveness by assessing program organization and staff placement; reviews protocols, data and reports, implementation plans and timetables to ensure program success; ensures legislative implementation is in conformance with appropriate laws and regulations; recommends appropriate course of action; and develops policies based on scientific findings.</p>
10%	<p>Coordinates program activities and maintains liaison with other state agencies (within and outside the California Environmental Protection Agency), federal agencies (e.g., U. S. Environmental Protection Agency and U. S. Department of Agriculture, etc.), local agencies (e.g., County Agricultural Commissioners, local health and vector control agencies, etc.), and universities. Negotiates/confers with agricultural groups, chemical industry representatives, and environmental groups regarding scientific environmental studies, immediate and long-range budget and legal impacts on agriculture, new and amended policies and procedures, and sensitive pesticide registration and mitigation issues.</p>
10%	<p>Responsible for operational planning, policy development and administration, and the assignment of projects. Reviews and prepares program budgets. Communicates with program staff, EPM II, and</p>

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Percent of Time	Activity
10%	<p>Department management. Plan, coordinate and develop legislative and regulatory changes, prepares budgets, regulates and controls expenditures, develops and requests budget change proposals, develops and implements policy and procedural changes.</p>
10%	<p>Interprets and applies State and Federal statutes, regulations, and policies pertaining to pesticide registration, to assure that registered pesticide products are in compliance. Represents the Department on committees and in meetings with industry, the public, environmental groups, and legislators</p> <p><u>MARGINAL FUNCTIONS:</u></p> <p>Provides specialized information to cooperating agencies, staff or other units, and the public on subjects relating to registration actions in order to comply with statutory and regulatory requirements and to foster communication and understanding. Provides pesticide registration expertise in hearings, court cases and serves as a technical consultant. General oversight of data call-in activities; general responsibility for the preparation of the Director’s findings and public reports pertaining to the official positions, interpretations, and policies of the Department.</p> <p><u>WORKING CONDITIONS:</u></p> <p>Work in a high-rise building under artificial lighting. Use a computer monitor, mouse, and keyboard within an 8-hour day. Lift and carry data volumes weighing up to 10 pounds.</p> <p><u>CRITICAL JOB COMPETENCIES:</u></p> <p>Leading Change/Change Management: Become an agile leader who anticipates change, and adapts to it. Promote a consistent “outside the box” culture that embraces new and better ideas.</p> <p>Transparency: Build a community of shared values that supports and ensures the fair exchange of information within the organization.</p> <p>Conflict Resolution: Apply alternative dispute resolution mechanisms to specific situations.</p> <p>Ethics/Integrity: Promote organizational vision and values through ethical leadership principles.</p> <p>Effective Communication: Clearly conveys and receives information and ideas through a variety of media to and from individuals or groups in a manner that engages and creates greater understanding of the message. Translate complex or technical information to lay audiences/customers.</p> <p>Organization and Planning: Prioritizes tasks, establishes sequential activities and sets a reasonable pace. Coordinates realistic timeframes and delivers services in a timely manner.</p> <p>Takes Action and Shows Initiative: Work well independently and is self-motivated to take action to meet critical organizational/program/unit goals. Demonstrates strong work ethic.</p>

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Percent of Time	Activity
	<p>Analytical Thinking: Approaches a problem by using logical, systematic, and sequential approach.</p> <p>Team Work: Facilitates and maintains cooperative working relationships. Works toward accomplishment of group goals. Fosters commitment, team spirit, pride and trust.</p> <p>Effective Negotiation: Effectively reach understanding and agreement with a broad range of people internally and externally. Use facts and argument to create a meeting of the minds among stakeholders with different viewpoints.</p> <p>Relationship and Partnership Building: Builds and effectively utilizes relationship networks to achieve goals. Shares knowledge and builds trust with colleagues and superiors. Works through complex situations effectively, diplomatically and with sensitivity without losing credibility or trust.</p> <p>Problem Solving: Employ analytical abilities, pragmatism, and other tools necessary to resolve complex problems in a variety of situations. Shows enthusiasm for the tackling technical and intellectually complex issues.</p> <p>Customer Service Orientation: Puts in place systems and processes to ensure clients receive high quality information, that their feedback is acted upon, and that their complaints are handled effectively. Develops trust and credibility with the client.</p>