



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Delta Protection Commission	Program Manager I (Bay-Delta Authority)	539-101-0783-003
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Delta Protection Commission	Delta as Place Program Manager	M10
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Delta Protection Commission	West Sacramento	Vacant
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
<input type="checkbox"/> Housing is required <input type="checkbox"/> Housing may be required <input checked="" type="checkbox"/> Housing is not available		Executive Director
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
<input type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general direction of the executive director, incumbent will perform oversight and management of the Commission’s socioeconomic projects, such as the Economic Sustainability Report, Socioeconomic Indicators Report, and Great California Delta Trail. The incumbent will serve as a leader in applying quantitative and qualitative social science methods and analysis to research that addresses Delta management issues and will work with a broad array of State, Federal, local, and public/private interest groups to ensure understanding and consensus on various long-and short-term projects. The incumbent will serve as an advisor to the executive director, and Commission and advisory committee members, and will supervise a Senior Environmental Planner.</p>		
<p>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.</p>		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
65%	<p>Regional Economy. Serve as the subject matter expert and manager of efforts related to the Economic Sustainability Plan (ESP) and Socioeconomic Indicators Report (SIR). Scope updates, identify partners, and manage contracts related to the ongoing implementation of the ESP and SIR. Advise and make recommendations to the executive director and Commission. Based on data from the ESP and SIR, identify, scope, and implement socioeconomic initiatives to support the socioeconomic health of the Sacramento-San Joaquin Delta and California Delta National Heritage Area.</p>	
20%	<p>Great California Delta Trail. Provide oversight and management of Great California Delta Trail implementation. Supervise staff, and work in partnership with local parks, recreation, and trails organizations. Serve as an advisor to the executive director on implementation of the Great California Delta Trail Master Plan and in coordination.</p>	
10%	<p>Social Science Coordination. Work collaboratively with the Delta Stewardship Council, Delta Conservancy, and other partners to coordinate social science projects in the Delta. Participate in the Delta Social Science Community of Practice and coordinate the Delta as Place Workgroup.</p>	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	

5%	Other job-related duties as assigned and necessary for operational continuity and staff supervision. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
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TYPICAL WORKING CONDITIONS

- The successful candidate must reside in California upon appointment.
- Professional office environment working in standard office configuration, executive offices, and cubicles.
- Regular use of standard office equipment, data and communications-related technologies such as personnel computer applications, telecommunications equipment internet, voicemail, copiers, voice amplifications equipment, etc.
- Maintain stationary positions for prolonged periods.
- Fast-paced work environment with competing priorities and tight deadlines.
- Regular work outside of regular business hours including work during evenings and weekends at least six times per year.
- 10 percent occasional day and/or overnight travel throughout the state via car, air, and public transit as permitted under public health guidelines; traveling to remote areas at least 6 times per year in a vehicle.

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.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
Amanda Bohl		

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.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE