



**Duty Statement**

UNIT		CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Executive		Environmental Program Manager I (Managerial)	534-001-0760-003
DEPARTMENT		WORKING TITLE	CBID
California Natural Resources Agency		State Coordinator, CA Wildfire & Forest Resilience Task Force	M10
HEADQUARTERS		REPORTING LOCATION	EMPLOYEE
Sacramento, CA		715 P street, Sacramento, CA 95814	TBD
SUPERVISOR CLASSIFICATION			EFFECTIVE DATE
Deputy Director			
POSITION DESCRIPTION			
<p>Under the general direction of the Deputy Director of the Governor’s Wildfire and Forest Resilience Task Force, the Environmental Program Manager I of the Governor’s Wildfire and Forest Resilience Task Force will oversee implementation of the Wildfire and Landscape Resilience Action Plan, coordinate the activities of state, federal, and local agencies involved in the Task Force, and manage and facilitate the day-to-day work of the Task Force. Incumbents direct and have charge of critical and/or sensitive public health, environmental, agricultural productivity, and natural resource management programs or components which are of significant importance to the employer; carry authority and accountability for timely completion of program objectives and for submittal of satisfactory products; are responsible for operational planning and assigning of projects, budgeting for time and funds, staff development and work force planning, reviewing and evaluating program performance and achievements, and preparing administrative reports; coordinate program activities with technical and administrative support sections and their activities; formulate and administer policies; maintain liaison with other governmental agencies and the private sector; independently represent their organization in compliance negotiations , policy implementation, performance evaluation, program budgeting, and strategic planning; and do other related work.</p>			
ESSENTIAL FUNCTIONS:			
<p>The position requires the incumbent to balance concurrent assignments and complete assigned projects and tasks on time at a level commensurate with the classification. Satisfactory job performance is required to maintain a teleworking agreement. In all job functions, employees are responsible for creating an inclusive, safe, and secure work environment that values diverse cultures, perspectives, and experiences, and is free from discrimination. Employees are expected to provide all members of the public with equitable services and treatment, collaborate with underserved communities and tribal governments, and work toward improving outcomes for all Californians.</p>			
%	TASK/DUTIES		
40%	In coordination with the Director, oversee the implementation, oversight, and tracking of California’s Wildlife and Landscape Resilience Action Plan. Strategically align state, federal, and local policies, programs, and investments to support the goals of the Action Plan. Develop new initiatives to anticipate and address emerging issues and state priorities.		
20%	Facilitate the planning and organizing of the programs and functions of the Governor’s Wildfire and Forest Resilience Task Force. Provide information, support, and expert policy advice and recommendations to the leadership team. Manage and facilitate the day-to-day work of the Task Force, including the activities of interagency work groups and related committees, contractors and grantees an interagency team, and the Science Advisory Panel.		
10%	Prepare for and manage quarterly meetings, including briefing materials, agendas, presentations, and recommendations. Maintain communications with agency staff on key issues and policies.		
10%	Develop and coordinate an interagency state team to align state policies, programs, and investments related to landscape health, community fire resilience, and regional planning and implementation. Coordinate the development of annual reports of the Task Force, as required by		



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	SB 456, including progress made in achieving the goals and key actions identified in the Action Plan; a comprehensive update to the Action Plan every five years; and other reports as required to the appropriate policy and budget committees of the Legislature.	
10%	Build support for Task Force activities and maintain cooperative relationships and partnerships with key stakeholders, including environmental groups, forest industry representatives, and other interests. Represent the Task Force at public meetings, workshops, and conferences. In coordination with the leadership team, provide testimony to the legislature and other executive and legislative bodies.	
5%	<b>Support Diversity, Equity, and Inclusion</b> Participate in professional development training, as well as tasks, trainings and activities that support programmatic and workplace diversity, equity, and inclusion. Embed equity and environmental justice considerations into policies and administrative practices.	
<b>MARGINAL FUNCTIONS:</b>		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and training and prepare administrative paperwork to meet operational needs.	
<b>TYPICAL WORKING CONDITIONS</b>		
Office Environment		
<b>POSITION CATEGORY:</b>		
This position is categorized as <b>Office-Centered</b> . The position’s job duties are performed at their designated work location 50% or more of the time within a work month. The position incumbent can telework with a management approved telework agreement and schedule. Satisfactory job performance is required to maintain a teleworking agreement.		
<b>SPECIAL REQUIREMENTS:</b>		
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.		
<b>SUPERVISOR STATEMENT:</b>		
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)</b>	<b>SUPERVISOR SIGNATURE</b>	<b>DATE</b>
<b>EMPLOYEE STATEMENT:</b>		
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>