

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 Fiscal Services Division / License & Revenue Branch	POSITION NUMBER (Agency-Unit-Class-Serial) 565-012-4802-501
UNIT NAME AND LOCATION License & Revenue Branch, Sacramento	CLASS TITLE Manager II
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-012-4802-501

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under administrative direction of the Assistant Deputy Director of Fiscal Operations, the Manager II serves in a management capacity with leadership and administrative responsibilities in charge of the License and Revenue Branch (LRB) and oversees the statewide policy, support, and customer service/technical aspects of issuing more than 860 licenses, permits, stamps, and tags; collection of \$140 million in revenue annually, consistent with statutory and regulatory requirements; and providing technical information to customers, cooperative partners, and internal and external stakeholders.
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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%	<u>ESSENTIAL FUNCTIONS:</u> Operational Oversight Oversee the full operations in LRB for CDFW's licenses, entitlements, and revenue collection. Coordinate with LRB management to develop workplans, organize or help prioritize assignments, maintain statewide policies and procedures. Ensure compliance with Fish and Game Code and related regulations by conducting collections, providing license sales training, maintaining CDFW's Licensing internet page, administering license agent outlet contracts and accounts, and safeguarding more than 7 million active electronic customer records in the Automated License Data System (ALDS). Consult and provide recommendations to Fiscal Services Division on related operational policy, regulation, or statute changes.
25%	Administrative Oversight Work directly with LRB management to ensure activities such as hiring, performance and evaluations, assigning and training to develop staff; in coordination with the Human Resources Branch (HRB). Provide directions to subordinate managers regarding personnel matters, including advising on disciplinary actions. Ensure onboarding, cross-training, management practices and succession planning are established and developed for the LRB. Oversee the development and implementation of goals, guidelines and strategic objectives for the branch. Development and oversight of legislative proposals or budget change proposals for the branch. Oversight of procurement, contracts, equipment, records, form management, mail, budget and other administrative functions are properly maintained for LRB operation.
20%	Consultation/Advisory Provide consultation and direction concerning license sales and the associated revenue generating

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DFW 242A (REV. 07/18/22) Page 2

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10% 5%	activities within ALDS and working directly with various branches within CDFW or stakeholders. Responsible for conferring and collaborating with department-wide program managers, attorneys, and law enforcement officers to address various complex and non-routine license/permit issuance or compliance issues. Meet and confer with California Fish and Game Commission regarding licenses or entitlement appeals and/or regulations. Communication Respond to complex and non-routine license and revenue related inquiries from CDFW program staff, external and internal reviews; respond to denial letters to stakeholders or permittees; respond to special requests from the Directorate, Legislature, news media, and other external stakeholders; provide necessary and appropriate ALDS or revenue or issuance information and reports for various licensing programs; represent CDFW in external stakeholder meetings involving LRB's role in administering license and permit issuance programs. <u>NON-ESSENTIAL FUNCTIONS:</u> Performs other job-related duties, which include miscellaneous special projects as assigned by executive management. <u>WORKING CONDITIONS:</u> Requires the use of a computer, keyboard, and mouse for several hours a day. Involves sitting most of the time but may involve walking or standing for brief periods. Occasional day and/or overnight travel up to 5% may be required within and/or outside the State of California via private or public transportation (i.e., automobile, bus, plane, etc.) to participate in trainings and meetings.
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