DEPARTMENT OF CONSERVATION
POSITION DUTY STATEMENT
PO-199 (Revised 12/24)

☐CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	**MCR** I
CLASSIFICATION C.E.A. A	**POSITION NUMBER** 538-304-7500-001
WORKING TITLE Assistant Division Director	**DIVISION/UNIT** Land Resource Protection
EFFECTIVE DATE	**LOCATION** Sacramento
BARGAINING UNIT M01	**CONFLICT OF INTEREST DESIGNATION** 1

REQUIREMENTS OF POSITION			
☐ MEDICAL EVALUATION	☒ CONFLICT OF INTEREST	☐ TRAVEL REQUIRED	☐ BILINGUAL FLUENCY
☒ SUPERVISORY	☐ SPECIALIST	☐ DRIVER LICENSE	☐ PROFESSIONAL LICENSE
☐ TYPING CERTIFICATE	☒ HYBRID	☐ OTHER	

DEPARTMENT STATEMENT:

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. You are expected to work cooperatively with team members and others to enable the department to provide the highest level of service possible. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the department's mission and vision.

GENERAL STATEMENT:

Under the direction of the Division Director, the CEA A functions as Deputy Assistant Director in the Division of Land Resource Protection (DLRP). In consultation with the Division Director and program managers, the incumbent facilitates the development, implementation, and effective operation of the Division's programs. The incumbent oversees four branches of division operations, in addition to their core administrative responsibilities as a supervisor and manager. These include, but are not limited to: program development, implementation, and operations (including the development of work plans, goals, objectives, and performance metrics for all program work, and facilitating cross-program communication, coordination, and collaboration); financial management; facilities, fleet, and contracts; and personnel management.

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Collaborates with the Division Director and program managers in the formulation and dissemination of statewide programs and policies. Maintains a working knowledge of the statutes and regulations that relate to and/or are administered by the division. Utilizes

	technical expertise to provide consultative services and advice to upper management on the feasibility, impact, or potential of a variety of operations, projects, policies or proposals. Works with programs to establish performance metrics, track key program outcomes, evaluate the performance and impacts of programs, and adapt to meet division goals. Facilitates inter-team communication and collaboration at multiple scales and applies adaptive management principles to support team-level implementation of division and department-level guidance. Solves complex technical policy issues, builds collaborative relationships, and fosters an open and transparent environment that facilitates the exchange of information, consensus-building, and shared decision-making. Maintains a culture of customer service and accountability.
30%	Collaborates with the Division Director in the development, evaluation, and implementation of policies and procedures relating to the division's varied programs in consultation with the Division Director to meet the goals of the department, Resources Agency, and Governor's Office. Provides support to the Division Director to facilitate strategic planning across the division's programs. Works with program managers to develop and adaptively implement work plans to meet division and program goals and objectives. Establishes and implements standard operating policies and procedures for organization coordination and control, program implementation, and fiscal management; and ensures the integrity, effectiveness, and consistency of operations division-wide. Oversees and maintains high-level knowledge of department and division grant-making, financial, and administrative processes, including budgets, contracts, purchasing, fleet, and facilities. Ensures division compliance with state, department, and outside contractual administrative requirements, policies, and procedures. As directed by the Division Director, coordinates between the Division Director, Program Managers, and the department's Budget and Legal offices to maintain strong communications, ensure smooth program implementation and division operations, and to prepare responses to the Legislative Analyst Office and the Department of Finance as needed. Directs the preparation of reports to the Legislature and the Governor to meet statutory requirements and provides recommendations requiring administrative or legislative action to the Division Director. Maintains consistent communications with the Division Director and program managers and elevates issues to the Division Director as necessary. Ensures agreed upon administrative actions to address issues are appropriately implemented.
25%	Plan, organize, direct, and evaluate the work and performance of the division's management and office services personnel. This includes, but is not limited to, the following: In coordination with the Division Director, oversees and facilitates the effective recruitment, development, and retention of staff to support and sustain high performing teams within DLRP. Ensures staff has a safe, team-oriented environment that is free of unprofessional behavior. Ensures staff is motivated to increase their professional abilities and ensures opportunities for professional development and peer learning are provided. Coaches, mentors, and supports the coaching and mentoring of supervisors and staff to meet professional development goals. Fosters a team environment through the support and recognition of staff. Responsible for the development and implementation of regular personnel climate surveys. Provides support and accountability to supervisors engaged in performance management and/or progressive discipline processes, solves complex

	personnel issues and elevates issues as needed. Monitors, evaluates, and prepares written performance appraisals of appropriate Division staff and senior division personnel. Counsels staff and initiates disciplinary actions as necessary. Complies with state and federal laws, rules, regulations, bargaining unit contracts, and policies in all personnel practices, including, but not limited to: hiring, employee development and management. In coordination with the Division Director, identifies appropriate long-range plans, and sets and implements goals to address succession planning and knowledge transfer.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	May be requested to speak on behalf of the Division Director or DLRP at meetings, key conferences, conventions, workshops, committee meetings, or other proceedings involving management, other state and federal agencies, local governments, the Legislature, stakeholders and the general public.
5%	Performs administrative duties including, but not limited to adheres to department policies, rules and procedures; submits administrative requests including leave, overtime (if applicable), travel, and training in a timely and appropriate manner; and submits timesheets by the due date.

SUPERVISION RECEIVED:

Under the direction of the Division Director.

SUPERVISION EXERCISED:

Directly supervises the following classifications/classification series, Staff Services Manager series, Senior Environmental Planner, Associate Governmental Program Analyst and Office Technician and provides indirect supervision over subordinate staff within the division to include the following classifications/classification series, Research Data Specialist II, Environmental Scientist series, Environmental Planner series, Research Data Analyst series, and Associate Governmental Program Analyst.

ADMINISTRATIVE RESPONSIBILITIES FOR SUPERVISORS AND MANAGERS:

The incumbent performs the full range of supervisory and management duties, including, but not limited to: interpret and adhere to policies, rules, laws, regulations, and bargaining unit contracts; provide direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; review work and evaluate performance of staff by providing regular feedback and completing timely probationary reports, annual performance appraisals, and individual development plans; monitor employee performance and, if necessary, utilize progressive discipline principles and procedures; complete personnel documentation and utilize the competitive hiring process; and approve or deny administrative requests including leave, overtime, travel, and training.

PERSONAL CONTACTS:

The incumbent routinely interacts with department and division employees, stakeholders, regulatory agencies, and federal, state, and local agencies, which will include public and professional contact. The incumbent will interact with land conservation representatives and develop on-going relationships. Personal contact may be

made via written correspondence, telephone, or e-mail, regarding laws, rules, regulations, and policies. May be required to make public presentations at a variety of government and public meetings.

ACTIONS AND CONSEQUENCES:

If the functions above are not adequately performed consequences may include but are not limited to: The department will not meet its obligations to invest greenhouse gas reduction funds and other funds in appropriate conservation projects; will fail to meet its commitment to build local and regional capacity to address the state's critical wildfire resilience and groundwater sustainability challenges; or may fail to provide service to multiple stakeholders, including private citizens, nonprofit organizations, and local governments. This includes but is not limited to: project eligibility and selection, annual reporting requirements, long term project monitoring, and new program development. Inadequate performance and a lack of professionalism in communication with peers in the Department, partner agencies, or landowners may result in inefficient use of state resources and time and contribute to the loss of support for DLRP's programs.

CONDUCT AND ATTENDANCE EXPECTATIONS:

Knowledge of principles, practices and trends of public and business administration, including management and supportive staff services, principles and practices of employee supervision, development, and training; program management; formal and informal aspects of the legislative process; the administration and department's goals and policies; and governmental functions and organization at the State and local level; and department's diversity, equity, and inclusion objectives.

Ability to reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems; set a clear vision to achieve productive results by developing plans to meet goals, leverage staff skills, inspire team buy in, and solve complex personnel and technical policy problems; build collaborative relationships and foster an inclusive environment for consensus-building and decision-making; demonstrate predictable, reasonable, and consistent leadership in balancing the requirements for administrative State compliance with program innovation and operational needs; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; review and edit written reports, utilize interdisciplinary teams effectively in the conduct of studies; manage a complex staff services program; establish and maintain project priorities; develop and effectively utilize all available resources; and effectively contribute to the department's diversity, equity, and inclusion objectives.

Telework may be available for this position in accordance with the Department of Conservation's Telework Policy and procedures.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Positioned at a desk during core office hours using a computer, keyboard, mouse and monitor for prolonged periods of time. • Use of a mobile telephone. • Bending (neck and waist), squatting, kneeling, and twisting (neck and waist). • Performing repetitive hand motion, simple grasping, fine manipulation, pushing and pulling with right and left hands.

	• Reaching (above and below shoulder level).
OCCASIONALLY	• Attending in-person meetings. • Travel via private or public transportation (i.e., automobile, airplane, etc.) inside California. • Operation of state-owned, personal, or rental vehicle to drive long hours to meetings. • Work (site visits) in outdoor weather conditions on minimally un-level surface at field-site visits.

The duties of this position are subject to change and may be revised as needed or required.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation (if you believe reasonable accommodation is necessary, discuss your concerns with your supervisor).		
Employee Printed Name	**Employee Signature**	**Date**

I have discussed the duties of this position with and have provided a copy of this duty statement to, the employee named above.		
Supervisor Printed Name	**Supervisor Signature**	**Date**