State of California Department of Fish and Wildlife
DUTY STATEMENT **E-R6 CDR 24-005**
DFW 242A (REV. 07/18/22)

☒ **PROPOSED**
☐ **CURRENT**

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

DFW DIVISION/BRANCH/REGION/OFFICE Inland Deserts Region/R6/ Salton Sea Program	POSITION NUMBER (Agency-Unit-Class-Serial) 565-605-0756-003
UNIT NAME AND LOCATION Salton Sea Program: Bermuda Dunes Office	CLASS TITLE Environmental Program Manager I (Supervisory)
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS

Under the general direction of the Salton Sea Program Manager (C.E.A.), this position directs the Salton Sea Program. Managing current and future units of the Salton Sea Program. This position works closely with the California Natural Resources Agency, the Department of Water Resources and other state, federal and local agencies and stakeholders to promote implementation of the Salton Sea Management Program (SSMP) in a manner that considers broad stakeholder views and goals. The program involves complex issues and requires extensive knowledge and understanding of the component parts of ecosystems and ecosystem management including terrestrial and aquatic habitats and species; sensitive species management; local, state and federal jurisdictions and regulations; and related activities. Incumbent provides leadership to the above programs; helps develop partnerships with other government agencies; non-government organizations, and the public. The incumbent provides leadership in setting priorities as the SSMP and other Salton Sea habitat conservation programs are implemented, updating and managing the Salton Sea budget, identifying and developing any needed new policies in conjunction with the Salton Sea Program Manager, and identifying and developing partnerships for implementation of the Department's programs. The position requires independent and team actions, both of which involve highly sensitive public and Legislative contacts. Knowledge of general principles of the Salton Sea, applicable environmental laws, and leadership and management principles is required. Specific duties and responsibilities are as follows:

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40%	**ESSENTIAL FUNCTIONS**: The position requires coordination with other governmental agencies, boards, and the public on issues of major complexity and sensitivity. Assists the Salton Sea Program Manager (C.E.A.) in the formulation and administration of policies. The position directly supervises Senior Environmental Scientists (Supervisory) in the program and current positions without a direct supervisor. It is essential that the incumbent has strong abilities to work with people and to identify and assist in the development of partnerships; has a broad understanding of biological, political, and legal issues and policies associated with the above programs, and the ability to assist staff to accomplish specific goals. The position requires both highly independent and team actions, both of which involve highly sensitive public contacts. The

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	consequences of error may be highly significant from both a biological and political perspective and may be impossible to fully correct. The position is responsible for monitoring and managing politically sensitive elements of the above programs and keeps the Salton Sea Program Manager, Regional Manager, leadership of the SSMP and the Directorate apprised of any developing significant issues.
30%	Plan, lead, organize and monitor the staff and activities of the Inland Deserts Region (IDR) Salton Sea Program. Directly supervise program supervisors and administrative staff, and indirectly supervise subordinates within the Program. Assign and distribute work, monitor and evaluate performance, prepare annual performance reviews, determine training needs and approve training requests, implement three phase progressive discipline, verify and approve employee's attendance and leave requests. Conduct all aspects of employee relations including exercising authority to hire, suspend, lay off, recall, promote, discharge, assign, reward, and discipline, while understanding employee rights with regard to labor relations.
10%	Lead the department implementation of the Incidental Take Permit for the Quantification Settlement Agreement (QSA). Provide general knowledge of the QSA Colorado River agreements and mitigation requirements. Participate in the Implementation Team (IT), which ensures that the department and three water agencies satisfy their mandates from the QSA relating to water transfers and the Salton Sea. The position will be the lead in the development of documentation relating to compliance with the State and Federal endangered species acts and related regulations.
10%	Develop, track, and manage department's budget and personnel resources for the Salton Sea program. Prepare Budget Change Proposals and Concepts in collaboration with department leadership and in coordination with the Natural Resources Agency and Department of Water Resources and Salton Sea Program Manager. Manage and implement contracts associated with Salton Sea projects. Provide reports and supporting materials for contract implementation, Salton Sea Program Manager, Regional Manager and department Directorate.
5%	Serve on the Regional Management Team. Assist the Salton Sea Program Manager, Regional Manager and/or the Assistant Secretary of the Natural Resources Agency and provide coordination for other programs and multiple agencies and departments as necessary. Participate and provide leadership on regional teams. Participate in regional budgeting and planning. The incumbent acts as Salton Sea Program Manager or Regional Manager in the Manager's absence.
	NON-ESSENTIAL FUNCTIONS:
5%	Perform administrative tasks, including tracking of time worked, prepare and review time sheets, monthly reports, expense claims and other administrative and supervisory duties as needed for the Salton Sea Program. Prepares drafts of routine correspondence, vehicle mileage logs, and attend training. Perform other administrative and field duties as needed. Attend career development and training programs, seminars as appropriate to contribute to the achievement of the Salton Sea Program's goals and objectives.
	Special Personal Characteristics: Strong verbal and written communication skills; strong

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	listening skills; a demonstrated ability to exercise sound judgement and work independently; high degree of initiative, flexibility, open-mindedness, and tact; ability to develop and maintain productive relationships while working in contentious settings; maintain professional personal appearance; reliability; and leadership. Experience with Environmental permitting process. **Interpersonal Skills:** Work with others to build an effective team. Work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; demonstrate excellent listening skills and effective negotiation skills to facilitate and resolve conflicts; inspire confidence and effective working relationships with employees, supervisors, and managers in government and industry; and enhance and maintain a positive working environment. **WORKING CONDITIONS:** Ability to use a computer keyboard for several hours each day; completed office tasks that require sitting, standing, and walking to other locations; attend meetings and conference calls; visit project sites requiring driving vehicle, traveling up to three or more hours each way and sometimes including early mornings and late nights; occasional overnight travel up to 20% to reach some meeting or field locations; hiking over uneven and possibly steep or wet terrain at project sites for reconnaissance and biological monitoring; may include operation or being a passenger on a boat, All Terrain Vehicle or other off road vehicles; occasional travel of two or more days per week. May have to work in variable temperature gradients, ranging from 50 degrees Fahrenheit during winter months to 120 degrees Fahrenheit during summer months. Areas include steep, uneven, wet, and rugged terrain within desert, upland, agricultural, riparian, and flooded pond environments. A valid California Driver's License is required. This position is eligible for a hybrid telework schedule depending on operational needs.

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**