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

☐CURRENT ☒PROPOSED

POSITION INFORMATION	
NAME	**MCR** 1
CLASSIFICATION Senior Environmental Planner	**POSITION NUMBER** 538-303-4713-003
WORKING TITLE Program Manager	**DIVISION/UNIT** Land Resource Protection/RFFC
EFFECTIVE DATE	**LOCATION** Headquarters - Sacramento
BARGAINING UNIT S01	**CONFLICT OF INTEREST DESIGNATION** 6

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 general direction of the Assistant Director, Division of Land Resource Protection (DLRP), the Senior Environmental Planner is responsible for the management and supervision of the Division's Regional Forest and Fire Capacity (RFFC) program, Climate Smart Land Management Program (CSLMP), Watershed Coordinator Program (WCP), and the Resource Conservation District Assistance (RCD) program, as well as other programs assigned by the Division Director. Duties include, but are not limited to:

ESSENTIAL FUNCTIONS

PERCENT	DESCRIPTION
35%	Plans, organizes, and provides managerial review of staff work on assigned work from RFFC, CSLMP, WCP, RCD, and other programs as assigned by the Assistant Division Director of Division Director of DLRP. Supervises staff's work to develop program guidelines, grant agreements, contracts, interagency agreements, memorandums of understanding, and budgets. Supervises application reviews and grant administration. Directs and supervises work to support and connect the work grantees. Reviews and evaluates all work products

	and program achievements. Identifies and solves problems related to projects and program operations. Consults with division and department management on all aspects of these programs.
35%	Reviews and approves program financials entered in the Financial Information System for California (FI$Cal). Reviews and ensures all statutory and regulatory guidelines are met when approving invoices. Accurately enter or supervise the entries of bond information in ABCRS. Supervises staff development of program guidelines, grant agreements, contracts, memorandums of understanding, and budgets. Identifies and solves problems related to projects and program operations. Provides regular reporting and updates to the division and department management on operational aspects of all programs. Oversees the year-end process related to assigned programs, including adjusting entries, and preparation and review of FI$Cal reports. Coordinates responses to audit reports and Public Records Act (PRA) as it relates to assigned programs.
20%	Plans, organizes, directs, and provides managerial review of the work performed by staff. Supervises the development and implementation of programmatic, staff, and project work plans. Provides regular and timely written performance appraisals to staff. Counsels staff and initiates disciplinary actions as necessary. Recruits, hires, trains, develops, and provides leadership to staff. 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. Identifies appropriate long-range plans and goals to address succession planning and knowledge transfer.

MARGINAL FUNCTIONS

PERCENT	DESCRIPTION
5%	May periodically represent the division, the department and/or the Natural Resources Agency at meetings, key conferences, conventions, workshops, committee meetings, and other proceedings. May be responsible for overseeing special projects and reports requiring broad management.
5%	Performs administrative duties including, but not limited to: adheres to department policies, rules, and procedures; submits administrative requests including leave, overtime, travel, and training in a timely and appropriate manner; accurately reports time in the Tempo timekeeping system; and submits timesheets by the due date.

SUPERVISION RECEIVED:

The Senior Environmental Planner reports directly and receives direction and assignments from the Assistant Division Director of DLRP, and occasionally from the DLRP Division Director.

SUPERVISION EXERCISED:

The Senior Environmental Planner directly supervises the following classifications: Associate Environmental Planner, Environmental Planner, Environmental Scientist, Research Data Analyst I, and Research Data Analyst II.

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 Senior Environmental Planner will interact 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 email regarding laws, rules, regulations and polices.

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 provide service to multiple stakeholders, including private citizens, nonprofit organizations and local governments which rely on various products of the division. This includes but is not limited to: project eligibility and selection, annual reporting requirements, long term project monitoring, data, published reports, responding to public inquiries, consultative services and new program development.
- The division will be unable to meet its state mandates under Government Code Section GC65570 relating to the reporting requirements of important farmland.
- 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 the division's programs.

CONDUCT AND ATTENDANCE EXPECTATIONS:

ATTENDANCE: Maintain regular attendance according to your approved work schedule. Begin your work schedule on time. Leave work at your scheduled end time. Remain at work during working hours (excluding lunch and breaks). Take lunch and breaks that don't exceed the expected length.

CONDUCT: You are expected to be courteous, thorough, and professional when interacting with State employees, peers, management, and the public. Emails should always be reviewed to ensure they are professional, appropriate, and without incendiary remarks.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

FREQUENCY	DESCRIPTION
FREQUENTLY	• Work indoors in an environmentally controlled high-rise building and/or via telework. • Position at a desk during core office hours using a computer, keyboard, mouse, monitor, and printer under non-natural lighting for prolonged periods of time.

	• Use of a telephone and/or computer with remote video-conferencing software such as Microsoft Teams. • Attend in person or virtual meetings. • Perform repetitive hand motion such as simple grasping, fine manipulation, pushing and pulling with right and left hands.
OCCASIONALLY	•Traveling via private or public transportation (i.e., driving automobile, airplane, etc.) including overnight travel inside California may be required. • Operation of state-owned, personal, or rental vehicle. • Work in outdoor weather conditions on minimally un-level surface. • Attend off site staff meetings outside on minimally un-level surface.

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**