

**DUTY STATEMENT**

(07/14)

*Shaded area for Personnel Office use only*

Effective Date:

1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-750-002
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Career Executive Assignment (CEA)
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:30 a.m. to 5:00 p.m. / Monday to Friday	5. SPECIFIC LOCATION ASSIGNED TO Oakland, CA
6. PROPOSED INCUMBENT (If known)	7. CURRENT POSITION NUMBER (Agency - Unit - Class - Serial) 536-100-7500-002

**All employees are expected to work cooperatively with others; maintain regular, consistent, and predictable attendance; possess integrity, initiative, dependability, and good judgment.**

## 8. BRIEFLY (1 - 3 sentences) DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS

Under direction from the Executive Officer of the State Coastal Conservancy (SCC), the Deputy Executive Officer is responsible for management, policy development, and strategic planning.

9. Percentage of time performing duties	10. 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. <i>(Use additional sheet if necessary)</i>
25%	<p><b>ESSENTIAL FUNCTIONS</b></p> <p>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>
20%	<p><b><u>Special Projects and Grant Programs</u></b></p> <p>Develop and support SCC grant programs and large, complex, and controversial projects, including projects that may involve litigation. Coordinate with other agencies and organizations, including regulatory agencies, community groups, and tribes. Manage consultants and oversee consultant work products. Participate in technical and policy review. Present projects and programs in public meetings. Act as the lead for the wildfire resilience program and for the climate ready program. Develop partnerships to support SCC projects and programs. Mentor regional managers, deputy regional managers, and project staff.</p> <p><b><u>External Representation of the Conservancy Programs</u></b></p> <p>Represent the agency to elected officials, other agencies, and key stakeholders. Represent the agency in interagency coordination related to fiscal policy, climate change, and Conservancy programs. Participate in meetings and review policy documents that impact the SCC. Serve as acting Executive Officer in the absence of the Executive Officer within the SCC and at external meetings and functions representing the agency. Supervise the Board Clerk.</p>

11. SUPERVISOR'S STATEMENT: ***I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE***

SUPERVISOR'S NAME (Print)	SUPERVISOR'S SIGNATURE	DATE
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12. EMPLOYEE'S STATEMENT: ***I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT***

The statements contained in this duty statement 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. Individuals may perform other duties as assigned, including work in other functional areas to cover absence of relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE	DATE
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	<b>ESSENTIAL FUNCTIONS (CONTIUNE)</b>
15%	<p><b><u>Budget Oversight and Policy</u></b>            Direct and oversee agency matters regarding its budget, funding, and related policy matters with external control and oversight agencies, including the Coastal Conservancy Board, California Natural Resources Agency (CNRA), Department of Finance, State Controller's Office, Legislative Budget Committees, Legislative Analyst's Office, and others. Work closely with the Administrative Deputy to ensure budget aligns with Strategic Plan and program priorities. Represent SCC in programmatic audits by Department of Finance.</p>
15%	<p><b><u>External Communications, State and Federal Legislation</u></b>            Supervise the Public Information Officer and support external communications, including social media and other presentations. Lead preparation of the Strategic Plan and annual reports on progress implementing the plan. Point of contact for legislative work, respond to requests for information from state and federal legislative offices, review bill analyses, respond to requests from and report to CNRA. Manage the contract for federal lobbyist, support federal funding requests. Represent SCC and manage grant of funds through the Coastal Zone Management Program. Ensure required reports to legislature are prepared and submitted.</p>
10%	<p><b><u>Executive Team and Management Team</u></b>            Assist the Executive Officer in planning, organizing, and conducting monthly executive team meetings, bi-weekly management team meetings, and an annual management retreat. Ensure follow through on approved action items by executive team and management team.</p>
5%	<p><b><u>Agency Policy Development and Implementation</u></b>            Interface with Executive Officer and management team to ensure effective implementation of Conservancy internal policies, Conservancy Board directives, and other state mandates. Work with appropriate staff to draft new policies as needed.</p>
5%	<p><b><u>Diversity, Equity, and Inclusion</u></b>            Supervise the Environmental Justice and Tribal Specialist. Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion.</p>
<p><u>5%</u>  <b>100%</b></p>	<p><b>MARGINAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• May be called on during non-regular business hours to respond to emergencies to maintain critical processes and programs.</li> <li>• May act on behalf of program managers in their absences to maintain workflow.</li> <li>• Other related duties.</li> </ul>

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	<p><b>Administrative and Supervisory Responsibilities</b></p> <p>Employee Leave Accounting</p> <ul style="list-style-type: none"> <li>• Grants or denies subordinate staff request for time off or requests to work overtime.</li> <li>• Ensures subordinate staff has sufficient leave credits available for the requested leave.</li> </ul> <p>Employee Performance</p> <ul style="list-style-type: none"> <li>• Identifies performance expectations utilizing probationary reports and/or Individual Development plans and convey expectations to the employee via written and verbal communication/direction.</li> <li>• Monitors performance through various production documents, personal observations, and by following-up with employee to ensure that performance expectations are being met.</li> <li>• Provide feedback to employees on performance noting exceptional performance as well as areas of improvement through regular discussions.</li> <li>• Sustain employee performance using constructive intervention and progressive discipline principles and processes.</li> </ul> <p>Consistent with CalHR and SPB rules and regulations, perform the full range of supervisory duties for subordinate staff.</p> <ul style="list-style-type: none"> <li>• Provide direction and guidance regarding ongoing assignments and daily work activities to ensure deadlines are met.</li> <li>• Delegate responsibility to staff to facilitate timely completion of work.</li> <li>• Review work and evaluate performance of staff by completing probationary reports and individual development plans to ensure performance expectations are met.</li> <li>• Complete personnel action documentation and conduct hiring interviews to maintain adequate staffing levels and facilitate the recruitment process.</li> <li>• Approve travel and leave requests for staff following leave usage guidelines.</li> <li>• Conduct, arrange and approve training for staff to increase staff knowledge base.</li> </ul> <p>Experience in setting a culture of learning and growth for all employees, where new challenges are welcomed, and the work product improves from a desire to learn and grow new ideas and new work process to support the State Coastal Conservancy</p>

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	<p><b>KNOWLEDGE AND ABILITIES</b></p> <p>Applicants must possess the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:</p> <p>(a) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's or agency's equal employment opportunity objectives; and a manager's role in the equal employment opportunity program.</p> <p>(b) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department's or agency's equal employment opportunity objectives.</p> <p>These knowledge and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):</p> <p><b>CEA Level A</b> Supervisory/ administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.</p> <p><b>DESIRABLE QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies. Demonstrate knowledge of state policies, rules &amp; standards</li> <li>• Ability to gain the confidence and support of all levels of management and provide effective advice or recommendations</li> <li>• Experience in recommending, developing, and implementing policies and procedures, and taking effective action.</li> <li>• Experience communicating with executive level, other state department, and Agency</li> <li>• Commitment to actively practicing fair behavior that is free from implicit bias</li> <li>• Experience with an inclusive work environment where diversity of thought is valued and encouraged</li> <li>• Ability to forecast and manage departmental and administrative budgets.</li> <li>• Ability to collaborate with others to achieve mutual goals and meet the State Coastal Conservancy and external stakeholder's strategic goals and objectives.</li> <li>• Ability to communicate professionally and effectively both verbally and in writing.</li> <li>• Managerial experience that demonstrates the ability to successfully apply organizational leadership, communicate clearly, facilitate decision-making, promote teamwork, and define and achieve success.</li> <li>• Experience in setting a culture of learning and growth for all employees, where new challenges are welcomed, and the work product improves from a desire to learn and grow new ideas and new work process to support the State Coastal Conservancy</li> </ul>

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	<p><b>WORKING CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• Position is in a high-rise building (Oakland, CA Headquarters)</li> <li>• Work on a computer up to 8 hours per day, Monday through Friday.</li> <li>• The Conservancy has a telework policy for Headquarter (HQ) employees, that allows staff to telework up to 3 days per week. A computer for telework use can be provided if needed.</li> <li>• A computer for telework use for both HQ and permanently remote staff can be provided if needed.</li> <li>• Travel is required throughout California for meetings and site visits, with overnight stays necessary on occasion.</li> <li>• Work environment may involve a range of climatic and physical conditions such as exposure to rain, heat, cold, fumes, dust, air contaminants, stinging insects, poison oak, and rattlesnakes.</li> <li>• Work environment may involve some exposure to hazards or physical risks, which will require following basic safety precautions.</li> <li>• May need to work around water or ambulate on uneven and/or slippery surfaces.</li> <li>• May need to stoop, bend, reach, lift, twist, turn, kneel, squat, grasp, or lift-up to 15 pounds.</li> <li>• Work activities may require working in confrontational situations with project partners, grantees, or members of the public.</li> <li>• Work hours may be varied; may require overtime.</li> </ul> <p><i>Some of the above requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.</i></p> <p><u>Reading:</u> Understand and use written information that may be presented in a variety of formats, such as text, tables, lists, figures, and diagrams; select reading strategies appropriate to the purpose, such as skimming for highlights, reading for detail, reading for meaning, and critical analysis</p> <p><u>Writing:</u> Express ideas and information in written form clearly, succinctly, accurately, and in an organized manner; use English language conventions of spelling, punctuation, grammar, and sentence and paragraph structure; and tailor written communication to the intended purpose and audience</p> <p><u>Mathematics:</u> Understand, interpret, and manipulate numeric or symbolic information; solve problems by selecting and applying appropriate quantitative methods such as arithmetic, quantitative reasoning, estimation, measurement, probability, statistics, algebra, geometry, and trigonometry.</p> <p><u>Organizing and planning:</u> Organize and structure work for effective performance and goal attainment; set and balance priorities; anticipate obstacles; formulate plans consistent with available human, financial, and physical resources; modify plans or adjust priorities given changing goals or conditions.</p> <p><u>Using social skills:</u> Interact with others in ways that are friendly, courteous, and tactful and that demonstrate respect for individual and cultural differences and for the attitudes and feelings of others.</p> <p><u>Adaptability:</u> Change one's own behavior or work methods to adjust to other people or to changing situations or work demands; be receptive to new information, ideas, or strategies to achieve goals.</p>

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	<p><u>Working in teams:</u> Work cooperatively and collaboratively with others to achieve goals by sharing or integrating ideas, knowledge, skills, information, support, resources, responsibility, and recognition.</p> <p><u>Self and career development:</u> Identify own work and career interests, strengths, and limitations; pursue education, training, feedback, or other opportunities for learning and development; manage, direct, and monitor one's own learning and development.</p> <p><u>Listening:</u> Attend to, receive, and correctly interpret verbal communications and directions through cues such as the content and context of the message and the tone, gestures, and facial expressions of the speaker.</p> <p><u>Speaking:</u> Express ideas and facts orally in a clear and understandable manner that sustains listener attention and interest; tailor oral communication to the intended purpose and audience.</p> <p><u>Using information and communications technology:</u> Select, access, and use necessary information, data, and communications-related technologies, such as basic personal computer applications, telecommunications equipment, Internet, electronic calculators, voice mail, email, facsimile machines, and copying equipment to accomplish work activities.</p> <p><u>Gathering and analyzing information:</u> Obtain facts, information, or data relevant to a particular problem, question, or issue through observation of events or situations, discussion with others, research, or retrieval from written or electronic sources; organize, integrate, analyze, and evaluate information.</p> <p><u>Analyzing and solving problems:</u> Anticipate or identify problems and their causes; develop and analyze potential solutions or improvements using rational and logical processes or innovative and creative approaches when needed.</p> <p><u>Making decisions and judgments:</u> Make decisions that consider relevant facts and information, potential risks, and benefits, and short- and long-term consequences or alternatives.</p>