

DUTY STATEMENT

DFW 242A (REV. 03/18/14)

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 Data and Technology Division	POSITION NUMBER (Agency-Unit-Class-Serial) 565-037-0756-001
UNIT NAME AND LOCATION Biogeographic Data Branch	CLASS TITLE Environmental Program Manager I
INCUMBENT Kari Lewis	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)
<p>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</p> <p>The Chief of the Biogeographic Data Branch, under the direction of the Deputy Director, plans, organizes, and directs approximately 40 inter-disciplinary staff in the performance of a wide variety of complex and sensitive data management programs that provide the geospatial information, tools and expertise needed by the Department and others to make informed decisions regarding the State's biological resources. The Chief directs staff responsible for development and implementation of biological data management standards, research and analyses to support Department programs and functions. The Department's geographic information system (GIS) program is housed in the Biogeographic Data Branch and provides GIS support to the entire Department. The Chief works closely with Department managers and staff to review current data management practices, assists in the development of new practices, and promulgates standards related to those practices. This Branch reviews, develops, and implements the Department's statewide policies and regulations for biogeographic data management.</p>	

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.)
30%	<p><u>ESSENTIAL FUNCTIONS:</u></p> <p>Using knowledge of the principles of environmental sciences to the restoration and conservation of fish, plants, and wildlife in combination with departmental policy relating to environmental resource management and conservation, the incumbent plans, organizes, and manages programs engaged in the research, analysis, and resolution of a broad array of environmental and geospatial issues. The incumbent works with and guides staff to develop and implement work plans to achieve program goals and objectives for the Branch's major biogeographic programs: 1) the California Natural Diversity Database (CNDDDB), a program that inventories and maps the status and locations of rare plants and animals in California; 2) the Conservation Analysis Unit (CAU) (including the California Wildlife Habitat Relationships Program (CWHR), producing state-of-the-art information systems and range maps for California's wildlife; and 3) the Vegetation Classification and Mapping Program (VegCAMP), a rigorous program that facilitates and oversees efforts to develop accurate and scientifically defensible maps and classifications of vegetation and/or habitat throughout the state, using national standard classification and mapping protocols.</p>
30%	<p>Provide oversight, leadership, and supervision for the staff engaged in the on-going development and implementation of the Branch's primary conduits for inventorying, storing, managing, and distributing environmental, scientific, and biogeographic data and analysis products such as Biogeographic Information and Observation System (BIOS) and Areas of Conservation Emphasis (ACE). BDB's principle goal is to provide high quality geospatial and environmental information, tools, and expertise needed by Department employees, other government agencies, private organizations, and the public to facilitate informed conservation decisions regarding California's biological resources. The incumbent is responsible for identifying potential scientific research project directions, approving geospatial research methodologies, and providing technical and primary research direction to scientific staff. The incumbent also meets and confers with individuals and groups to obtain and deliver pertinent biogeographic data and information; participates in meetings of Federal, State, and local agencies and private industry; prepares reviews and edits scientific, technical, and administrative papers and reports.</p>
15%	<p>Provide geographical information system direction and coordination to support all Department programs, branches, and regions. Serve as technical consultant on the management and strategic aspects of the selection, design, implementation, and operation of geographic information systems, especially as they pertain to the inventory and management of information on the conservation and management of those species, populations, and habitats of interest to Departmental staff, programs, and clients. Assess geographic information system needs pertaining to Department Division, Branch, and Regional data and analysis on the part of other Department functions, the Department Directorate, the Resources Agency, the Legislature, and the Governor. Directs activities to promote consistent policy delivery and implementation to regions and branches. Communicates and interprets policies to stakeholder groups, constituents, other state and federal agencies, and potentially regulated entities. Resolves policy interpretation conflicts between regions or Department functions as they relate to branch program area responsibilities. Works closely with regional managers and deputy directors to address and resolve complex policy issues that may carry substantial economic and political ramifications or significantly affect the Department's mandated programs.</p>
15%	<p>Incumbent provides administrative management, supervision, planning, and guidance, practices well accepted methods and procedures in budgeting, contracting, and fiscal management; incorporates the latest principles and techniques of supervision, progressive discipline, the grievance process, and personnel management; understands the manager's role and responsibilities in the Department's Affirmative Action Program and the processes available to meet affirmative action objectives; and follows the principles of collective bargaining and the State Employer-Employee Relations Act.</p>

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<p>10%</p>	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Performs other duties as assigned, including: responding to requests for information from the public and others; providing expert testimony at public hearings and during legal proceedings; providing technical input and review regarding biogeographic data and projects. Represents the Department before the Fish and Game Commission; testifies before legislative committees on behalf of the Department.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: The Environmental Program Manager should possess and demonstrate strong leadership skills, ability to evaluate and proceed on difficult decisions through structured processes, and have the ability to inspire high quality work among the scientific team.</p> <p>Interpersonal Skills: Works well in a team setting. Shows courtesy, respect, and tact towards co-workers and members of the public.</p> <p>WORKING CONDITIONS: Ability to use a computer keyboard several hours a day. Involves sitting most of the time, but may involve walking or standing for brief periods. Attend meetings with staff statewide to complete work assignments. Occasional travel is required.</p>

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

<p>PRINT SUPERVISOR'S NAME</p> <p>Stephen Adams</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
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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.

<p>PRINT EMPLOYEE'S NAME</p> <p>Kari Lewis</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>
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