

DUTY STATEMENT

DFW 242A (REV. 07/18/22)

Commission Statement

In all job functions, Commission employees are responsible for fostering an inclusive, safe and secure work environment that values diverse cultures, perspectives and experiences, and is free from discrimination. Commission employees are expected to provide all members of the public equitable services and treatment; collaborate with all communities including those who have traditionally been underrepresented in decision-making forums, government agencies and tribal governments; and work toward improving outcomes for all Californians.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE Fish and Game Commission (Commission)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-001-4800-001
UNIT NAME AND LOCATION Fish and Game Commission (Commission)	CLASS TITLE Staff Services Manager I
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 deputy executive director, serves as a member of the executive leadership team, oversees general administrative functions, administers a statewide regulatory program, renders management advice that impacts Commission programs and policies, manages special projects, ensures timely response to Public Records Act requests, oversees records management, and provides direction and supervision of Commission staff.

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.)
	<u>ESSENTIAL FUNCTIONS</u>
30%	Office Operations: Manages the Commission's daily office operations and administration to promote accountability, effectiveness and efficiency; monitors and evaluates quality, effectiveness and efficiency of operations, and then develops and implements procedures and structures to address issues; determines staff workload distribution and monitors project development and completion consistent with the Commission programmatic work plan; oversees implementation of Commission workplace policies, and state and federal workplace laws and regulations; directs, coordinates and evaluates the activities and performance of analytical and support staff, ensuring that staff has the necessary tools, training and space to do their jobs; oversees expenditure processes; ensures office operations coordination with the California Department of Fish and Wildlife (Department); reviews outgoing correspondence and ensures timely response; and establishes management and training processes that promote equal opportunity in staff recruitment, development and retention, and that ensure availability of skills necessary to accomplish the goals of the Commission.
30%	Rulemaking Program: Administers the Commission's statewide regulatory program to meet statutory mandates: Oversees development and analysis of rulemaking files, including supervising analytical staff and ensuring coordination with the Department; serves as primary regulatory liaison between the Commission and Department, Office of Administrative Law, and Office of Planning and Research; and advises the executive director on policy issues related to the statewide regulatory program.
20%	Commission Meetings: Oversees development of materials for all commission meetings, including reviewing draft and final meeting agendas, coordinating material development with the Department, drafting staff summaries for agenda items, making staff summary assignments, reviewing final meeting binders, providing assistance at the office during Commission meetings, and ensuring before-and-after meeting correspondence is completed.

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<p>5%</p>	<p>Public Records Act Requests and Commission Records: Ensures timely completion of Public Records Act and public information requests, and oversees records management, including file organization, electronic conversions, and records retention.</p>
<p>5%</p>	<p>Special Projects: Conducts and manages special projects, reviews, and recommends updates to internal policies and procedures, and collects and evaluates information and data on subjects of interest to the Commission.</p>
<p>10%</p>	<p>NON-ESSENTIAL FUNCTIONS:</p> <p>Performs administrative tasks, including time tracking and submitting timesheets; scheduling; submitting administrative requests for leave, overtime, and training in a timely manner; understanding and adhering to Commission policies, rules, and procedures; attending career development and training programs as appropriate to contribute to professional development and methods for achieving the Commission's mission and goals; and activities that support programmatic and workplace diversity, equity and inclusion.</p>
	<p>In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, special personal characteristics and interpersonal skills will be considered when competitively evaluating each candidate.</p> <p>Special Personal Characteristics</p> <ul style="list-style-type: none"> • Adapts to changing circumstances and environments • Motivated by a high-performance culture • Acts with independence, open-mindedness and with attention to detail, in a timely manner on multiple priorities • A strategic thinker in support of innovation who can apply knowledge and abilities to a statewide scope of work <p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Maintains a positive, respectful, and tactful demeanor in challenging situations and conditions • Creates and maintains positive working relationships with colleagues and professional partners • Engages in internal teamwork, cross-functional communication, and multidisciplinary collaboration • Service-oriented and customer-focused <p>Also desired:</p> <ul style="list-style-type: none"> • Experience with California's Administrative Procedure Act and the promulgation of regulations in California • Familiarity with the Microsoft Windows operating system, Microsoft Office applications, PDF software, and web-based communication platforms such as Zoom
	<p><u>WORKING CONDITIONS</u></p>
	<ul style="list-style-type: none"> • Standard work week is Monday through Friday in a high-rise building with natural and artificial light, temperature control, and a smoke-free environment, and attends meetings in similar settings. • Requires extensive use of a personal computer, the ability to sit/stand at a desk and type on a keyboard for extended periods of time. • Shared use of an all-in-one printer/copier/scanner located in office suite. • The schedule may change rapidly, depending on workload, and work may be necessary outside of normal business hours.

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	<ul style="list-style-type: none"> This position is eligible for a hybrid in-office/telework schedule based upon Commission needs.

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

PRINT SUPERVISOR'S NAME H. David Thesell	SUPERVISOR'S SIGNATURE	DATE
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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.

PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE
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