

DUTY STATEMENT

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

California Fish and Game 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 that 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
-----------------------------------------------------------------------------------------------------------------------------------	----------------

DFW DIVISION/BRANCH/REGION/OFFICE California Fish and Game Commission (Commission)	POSITION NUMBER (Agency-Unit-Class-Serial) 565-001-4801-001
UNIT NAME AND LOCATION California Fish and Game Commission (Commission)	CLASS TITLE Staff Services Manager II (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)

Briefly describe the position’s organization setting and major functions:

Serves as a key member of the executive leadership team, reporting directly to the deputy executive director. Directs complex, statewide, rulemaking processes — including a certified regulatory program, the California Endangered Species Act, and compliance with the California Environmental Quality Act — impacting government agencies at all levels, tribes and tribal communities, and the general public. Ensures effective coordination and communication with partner agencies, stakeholders and control agencies, and renders management advice that impacts Commission programs and policies. Provides direction and supervision of Commission staff, overseeing budgeting, procurement, contracting, records management, and general administrative services. Takes a crucial role in staff development and retention by establishing effective management and training processes.

Percent Time Performing Duties	Indicate the duties and responsibilities assigned to the position. Group related tasks under the same percentage, with the highest percentage first.
	Essential Functions
30%	Rulemaking Program: Directs the Commission’s statewide rulemaking processes — including a certified regulatory program, the California Endangered Species Act, and compliance with the California Environmental Quality Act — to ensure they meet statutory and regulatory mandates. The Commission’s rulemaking processes impact government agencies at all levels, tribes and tribal communities, and the general public. Ensures effective coordination and communication with partner agencies, the public, stakeholders, and control agencies, such as the Office of Administrative Law, State Controller’s Office, and California Department of Finance. Advises the executive director on policy matters related to the statewide rulemaking processes.
30%	Administrative Services: Provides direction and supervision of Commission staff, overseeing budgeting, procurement, contracting, and general administrative services, ensuring the Commission’s operations and administration promote accountability, quality and transparency. Monitors and evaluates quality, effectiveness and efficiency of operations, and then develops procedures and structures to address issues. Manages 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. Evaluates the activities and performance of analytical and support staff, ensuring that staff has the necessary tools and training to accomplish the goals of the Commission. Ensures administrative operations coordination with the California Department of Fish and Wildlife and establishes effective management and training processes that promote equity, diversity and inclusion in staff recruitment, development and retention.

DUTY STATEMENT

Percent Time Performing Duties	Indicate the duties and responsibilities assigned to the position. Group related tasks under the same percentage, with the highest percentage first.
15%	<p>Commission Meetings: Oversees development of rulemaking materials for commission meetings, including coordinating material development with the California Department of Fish and Wildlife, making staff summary assignments, reviewing draft and final meeting agendas, and providing assistance at the office during Commission meetings as needed.</p>
15%	<p>Special Projects: Oversees management and coordination of special projects, reviews and recommends updates to internal policies and procedures, and supervises the collection and evaluation of information and data on subjects of interest to the Commission.</p>
5%	<p>Public Records Act Requests and Commission Records: Ensures that staff timely completes Public Records Act and public information requests. Oversees management of all Commission records, including file organization, media conversions and updates, records retention and archiving.</p>
5%	<p>Non-Essential Functions</p> <p>Performs administrative tasks, including time tracking and submitting timesheets; scheduling; 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>Personal Characteristics and Interpersonal Skills</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 promulgating regulations • Familiarity and experience with the California Environmental Quality Act • Knowledge of the California Endangered Species Act • Familiarity with the Microsoft Windows operating system, Microsoft Office applications, PDF software, and web-based communication platforms such as Zoom

DUTY STATEMENT

<p>Percent Time Performing Duties</p>	<p>Indicate the duties and responsibilities assigned to the position. Group related tasks under the same percentage, with the highest percentage first.</p>	
	<p>Working Conditions</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. • This position is eligible for a hybrid in-office/telework schedule based upon Commission needs. 	
<p>SUPERVISOR'S STATEMENT: I have discussed the duties of the position with the employee.</p>		
<p>Print Supervisor's Name</p>	<p>Supervisor's Signature</p>	<p>Date</p>
<p>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>		
<p>Print Employee's Name</p>	<p>Employee's Signature</p>	<p>Date</p>