**Department Statement:**

*California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.*

| **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/OFFICEBay Delta Region (Region 3) | POSITION NUMBER (Agency-Unit-Class-Serial) |
| UNIT NAME AND LOCATIONInland Fisheries – [location TBD] | CLASS TITLEEnvironmental Program Manager I (Supervisory) |
| INCUMBENT  | CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)565-341-0756-001 |
| BRIEFLY DESCRIBE THE POSITION’S ORGANIZATION SETTING AND MAJOR FUNCTIONSUnder the general direction of the Regional Manager (RM) (Career Executive Assignment [CEA]), the incumbent directly oversees the Bay Delta Region’s Interpretive Services and Fisheries Programs including Coastal and Delta Fisheries Management, Fisheries Restoration, Cutting the Green Tape, and Hatchery Operations. In consultation with the RM, Fisheries Branch, and National Oceanic and Atmospheric Administration (NOAA) Fisheries, the incumbent formulates regional fisheries policy. These programs involve complex issues and require extensive knowledge and understanding of ecosystems and ecosystem management including riparian and aquatic habitats and species; sensitive species management; local, state, and federal jurisdictions and regulations; and principles and monitoring of habitat restoration. Incumbent provides leadership to the above programs; develops and maintains partnerships with other government agencies, non-government organizations, and the public, as well as other Department Regions and Divisions. Incumbent represents the Department in significant and complex management issues and handles sensitive negotiations on conservation and recovery actions.  |

| **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.) |
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| 30%30%15%10%10%5% | **ESSENTIAL FUNCTIONS**:Provide direct management of Regional Fisheries, Grants, and Interpretive Services Programs. Work with program supervisors to establish program goals and objectives, develop and implement annual work plans, grants, and contracts consistent with the Region’s goals that include criteria to evaluate success towards achieving those goals. Assist staff in accomplishing specific program and regional goals. Exercise authority and accountability to ensure timely completion of program objectives and submittal of satisfactory work products. In consultation with program supervisors, conduct operations planning and assigning of projects, develop and manage budgets for time and funds, and ensure program consistency with State and Federal regulations and Department policies. Evaluate and reports on program achievements.Plan, lead, organize, and monitor the staff and activities of the Region’s Fisheries, Grants, and Interpretive Services Programs. Directly supervise program supervisors and senior staff, and indirectly supervise staff within these programs. Hire, promote, reward, and discipline employees; establish and communicate expectations both verbal and written methods and skills; address employee grievances; and recommend/initiate personnel actions as needed. Assign and distribute work, monitor and evaluate performance, prepare annual performance reviews, determine training needs and approve training requests. Use available human and personnel resources, policies, and programs of the Sate to ensure compliance with applicable laws and policies. Create and maintain a respectful, inclusive, and equitable work environment for Program employees. In consultation with the Regional Manager, Fisheries Branch, Watershed Restoration Grants Branch, and Office of Communication Education and Outreach, implement existing program policies and procedures; formulate regional fisheries and interpretive services policy, goals, and priorities and manage the programs consistent with those goals and priorities; assist in developing policy recommendations and procedures through participation and engagement with the Fisheries Management Committee and other policy and operations committees; and assist in developing policy recommendations to the Executive Team. Serve on the Regional Management Team and act for the Regional Manager as necessary. Participate and provide leadership on regional teams and support regional planning efforts. Complete program planning, reporting, and administrative assignments from the Regional Manager or Administrative Officers. Develop and analyze legislation and regulations. Represent the Department and Regional Management at various meetings and conferences, and before Boards and Commissions. Maintain effective public relations and close liaisons with other government agencies. Facilitate resolution of difficult and/or sensitive issues. Closely monitor and manage politically sensitive elements of the above programs and keep the Regional Manager apprised of developing significant issues.**NON-ESSENTIAL FUNCTIONS:**Perform routine administrative duties including time reporting and monthly reporting of activities. Implement Individual Development Plan objectives. Maintain professional qualifications through training, conference attendance, professional/scientific committee participation, and reviewing scientific literature. **Special Personal Characteristics:** Strong communication skills, a demonstrated ability to work both independently and collaboratively; and high degree of initiative and flexibility. Possess and demonstrate strong leadership skills, ability to evaluate and proceed on difficult decisions through structured processes, and the ability to inspire high quality work among the scientific team.**Interpersonal Skills:** Able to work independently and in a team setting; communicate politely, tactfully, and firmly as necessary with other agency representatives and members of the public; and demonstrate excellent listening skills and effective negotiation skills.**WORKING CONDITIONS**:Ability to use a computer keyboard for several hours each day. Complete office tasks that require sitting, standing, and walking to other locations. Attend meetings and conference calls. Visit hatcheries and remote facilities requiring travel of up to three or more hours each way and sometimes including early mornings and late nights. Occasional overnight travel of two or more days per week to reach some meeting locations. Hiking over uneven and possibly steep or wet terrain at fish spawning or release sites. This position may be required to wear a uniform. |
| **SUPERVISOR’S STATEMENT**: **I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.** |
| **PRINT SUPERVISOR’S NAME**Erin Chappell, Regional Manager | **SUPERVISOR’S SIGNATURE** | **DATE** |
| **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**VACANT, Environmental Program Manager I (Supervisory) | **EMPLOYEE’S SIGNATURE** | **DATE** |