

DUTY STATEMENT

(07/14)

Shaded area for Personnel Office use only

		Effective Date:	
1. OFFICE State Coastal Conservancy	POSITION NUMBER (Agency - Unit - Class - Serial)		
2. HEADQUARTER LOCATION Oakland, CA	3. CLASS TITLE Public Land Manager II (PLM II)		
4. WORKING HOURS/SCHEDULE TO BE WORKED 8:00 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) 536-200-4372-001		
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 the general direction of the Executive Officer, the North Coast Regional Manager is responsible for the following duties and functions, acting with a high degree of independence in decision making and action. Overall responsibilities include program development and implementation, strategic planning, program budget, funding allocations, working load allocation, and supervision of project staff.			
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>		
40%	<p>ESSENTIAL FUNCTIONS</p> <p><i>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.</i></p> <p>Serves as the regional manager for the North Coast including program policy development and implementation; program funding allocation, staff resource allocation, workload allocation, direct supervision of approximately 7 staff and indirect supervision of approximately 4 staff in the Staff Services Analyst and Conservancy Project Development series. Provides oversight on all North Coast projects, and leadership as needed on complex or sensitive property acquisition, habitat restoration, public access, and climate adaptation projects. Provides information to Executive Officer and General Counsel regarding matters of agency-wide importance. Works directly with staff to mentor, guide, and resolve issues relating to application review; project development and scoping; and project implementation, such as with timing, funding, and external partners. Ensures that project selection and development achieve agency wide strategic goals and objectives, meet project selection criteria, and are consistent with enabling legislation and funding sources.</p>		
11. SUPERVISOR'S STATEMENT: <i>I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE</i>			
SUPERVISOR'S NAME (Print) Amy Hutzel		SUPERVISOR'S SIGNATURE	
		DATE	
12. EMPLOYEE'S STATEMENT: <i>I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT</i>			
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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GS 907T (REV. 03/03)

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	<p>ESSENTIAL FUNCTIONS (CONTINUED)</p> <p>20% Coordinates projects and programs with various local, state, regional, and federal organizations and agencies. Attends board meetings, public hearings, conferences, and other public forums to present information regarding the Conservancy and topics of interest. Meets with legislators and local elected officials regarding projects within their jurisdictions. Serves on various collaboratives and committees on the North Coast. Takes the lead on developing and maintaining relationships with new partners, Tribal groups, "sister agency" staff, and funders. Regularly presents to the Conservancy Board on North Coast projects.</p> <p>15% Oversees the Great Redwood Trail Program at the Conservancy, including master plan development and implementation, community and tribal outreach and engagement, and program management. Coordinates with and supports the staff and board members of the Great Redwood Trail Agency.</p> <p>15% Participates in management team meetings and activities, participates in strategic planning and budget development, helps develop agency policies and procedures. Contributes to agency-wide management efforts.</p> <p>MARGINAL FUNCTIONS</p> <p>5% May act in the absence of the Deputy Regional Manager in other supervisory duties; may continue the work of subordinate staff in their absence to ensure the progression and completion of work.</p> <p><u>5%</u> Participate in professional development training, as well as tasks, training and activities that support programmatic and workplace diversity, equity, and inclusion.</p> <p>100%</p>

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	<p>KNOWLEDGE AND ABILITIES:</p> <p><u>All Levels:</u> Knowledge of: Authorities, provisions and procedures of public trust, environmental, real property, commercial, water boundary laws pertaining to lands under the State Lands Commission's jurisdiction; principles, methods and techniques involved in real property appraisals and valuations; negotiation techniques and strategies involved in the sale, lease, exchange, acquisition or other disposition of real property; California history, geography and geology; techniques, methodology and processes involved in the research, identification, maintenance and access of land title information; title analysis relating to title settlements, boundary line agreements, acquisitions, interest claims, patent processing and litigation; asset management, investment and economic trends, approaches and alternatives; toxic impact assessment and liability analysis; economic valuation and damage assessment related to natural resource losses; dredging operations, disposal impacts, disposal materials use, trends and alternatives.</p> <p>Ability to: Understand and apply the laws, policies, rules and regulations relating to the land and resource management activities of the State Lands Commission; analyze a wide variety of situations and recommend appropriate courses of action; negotiate successfully land and resource management activities; prepare accurate appraisals; read and interpret maps, plats, and data relating to property location; write clear and concise reports, letters and memoranda; establish and maintain cooperative and professional relations with those contacted in the work.</p> <p><u>Public Land Manager I & II:</u> Knowledge of: All of the above, and principles, practices and trends of public and business administration including management analysis, planning and program evaluation; program management; legislative process and the administration and State Lands Commission's goals and policies; principles and techniques of personnel management and supervision; planning, organizing and directing the work of others; the Department's Affirmative Action Program objectives; a manager's role in the Affirmative Action Program and the processes available to meet affirmative action objectives.</p> <p>Ability to: Apply and interpret State, Federal and Commission policies and regulations as they relate to the land and resource management activities of the State Lands Commission; analyze situations accurately, make recommendations and take effective action; establish and maintain cooperative and professional relationships with those contacted in the work; prepare reports, analyze data, present ideas and information effectively, both orally and in writing; consult with and advise administrators on technical and program subject matter issues; plan, organize and direct the work of others; effectively contribute to the Department's affirmative action objectives.</p> <p>ADDITIONAL SPECIAL REQUIREMENTS:</p> <p>Demonstrated creative ability; tact; patience; willingness to work at odd hours; and to travel throughout the State.</p>

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	<p>DESIRABLE QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Willing to travel to North Coast locations multiple times each month, sometimes staying overnight. • Communicates effectively orally and in writing. • Able to effectively track staff workload and project and regional budgets using spreadsheets and other databases. • Represents the Conservancy effectively at conferences and other regional meetings. • Maintains good working relationships with staff. • Able to handle adversarial conditions. <p>WORKING CONDITIONS:</p> <ul style="list-style-type: none"> • Position Headquarters (HQ) is in a high-rise building in Oakland, CA • Work on a computer for up to 8 hours per day, Monday through Friday. • The Conservancy has a telework policy for HQ employees, that allows staff to telework up to 3 days per week. All HQ employees are required to be in the office two days per week – Tuesdays and Wednesdays. • A computer for teleworking use for both HQ and permanent remote staff can be provided if needed. • Travel to meetings and project sites may be required during project development management, and/or monitoring. • Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions. • Both indoor and outdoor work is common. • Operating a computer system is essential to perform duties. • May have to stand for long periods. • Work hours may be various, such as shift work, weekends, evenings, and holidays. • May require an employee to work in adversarial situations. • Work in a range of climatic environments and may be exposed to extreme weather and traffic conditions. • Work outdoors and in all weather conditions, including rain, heat and cold. • May expose the employee to fumes, dust, air contaminants, stinging insects, and rattlesnakes. • May require overtime. • May require the incumbent to work around water. • May require occasional ambulation on uneven and slippery surfaces. <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>

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	<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> <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>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>