

**DUTY STATEMENT**

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

**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.*

<b>INSTRUCTIONS:</b> 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 Bay Delta Region (Region 3)	POSITION NUMBER (Agency-Unit-Class-Serial)
UNIT NAME AND LOCATION Interagency Ecological Program (IEP) Operations – Stockton, CA	CLASS TITLE Environmental Program Manager I (Supervisory)
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-323-0756-003

<b>BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS</b>	
<p>Under the general direction of the Regional Manager, the incumbent directly oversees the Bay Delta Region's Interagency Ecological Program (IEP) Operations Program. The incumbent manages field operations functions for the Department's portion of the IEP, represents the Operations Program in the IEP and coordinates with related functions including the Department's IEP Program Management team, Fisheries Branch, Water Branch, Fish Restoration Program, and the other IEP agencies. These programs involve complex issues and require extensive knowledge and understanding of the component parts of ecosystems and ecosystem management including aquatic habitats and species; sensitive species management; local, State, and federal jurisdictions and regulations; and related activities. Incumbent provides leadership to the Operations Program; helps develop and maintain partnerships with other government agencies, non-government organizations, and the public. The incumbent represents the Department in significant and complex management issues and handles sensitive negotiations. The consequences of error may be highly significant for the Department from both a biological and political perspective and may be impossible to fully correct.</p>	

<b>PERCENTAGE OF TIME PERFORMING DUTIES</b>	<b>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.)</b>
35%	<p><b><u>ESSENTIAL FUNCTIONS:</u></b></p> <p>Provide direct management of the Region's IEP field operations including research, monitoring, vessel operations, fisheries management, fish facilities programs, data management, data dissemination, and technical reports for publications in scientific journals. Work with program supervisors to identify/establish program goals, develop and implement annual work plans consistent with region and IEP goals that include criteria to evaluate success towards achieving those goals, and 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 and IEP management and synthesis staff, 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. Supports fiscal planning and audits to ensure well managed operations.</p>
25%	<p>Plan, lead, organize, and monitor the staff and activities of the Region's IEP field operations. Directly supervise program supervisors and indirectly supervise subordinates within the Program. 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 State to ensure compliance with applicable laws and policies. Create and maintain a respectful, inclusive, and equitable work environment for Program employees.</p>

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15%	<p>In consultation with the Regional Manager, IEP Program Management team, Water Branch, Fisheries Branch and the Delta Policy Advisor: implement program policies and procedures; formulate 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 IEP Management Team and similar policy and operations committees; and assist in developing policy recommendations to the Executive Team. Coordinate with the IEP Program Management team to provide technical and policy analyses, briefings, reviews and recommendations on issues related to fishery resources in the Delta and San Francisco estuary.</p>
10%	<p>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. Prepare or assist in preparation of documents supporting testimony at hearings or proceedings.</p>
10%	<p>Represent the Department on the IEP Management Team and on various IEP project work teams and satellite teams. Coordinates with IEP Management Team and other project teams to develop and foster collaborative efforts among agencies, academia and stakeholders. 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.</p> <p><b><u>NON-ESSENTIAL FUNCTIONS:</u></b></p>
5%	<p>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.</p> <p><b>Special Personal Characteristics:</b> 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.</p> <p><b>Interpersonal Skills:</b> 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; demonstrate excellent listening skills and effective negotiation skills; inspire confidence; and foster effective working relationships.</p> <p><b>WORKING CONDITIONS:</b></p> <p>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. Must possess a valid driver's license, be able to operate a motor vehicle, and be prepared to travel using a state vehicle. Occasional travel may be required for meetings or visits to field studies aboard research vessels. Field studies may occur in inclement weather, rough water, and require early starting or long working days and handling fish and/or sampling nets and equipment. This position may be required to wear a uniform.</p>

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<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>		
<b>PRINT SUPERVISOR'S NAME</b> Erin Chappell, Regional Manager	<b>SUPERVISOR'S SIGNATURE</b>	<b>DATE</b>
<b>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.</b>		
<b>PRINT EMPLOYEE'S NAME</b> VACANT, Environmental Program Manager I (Supervisory)	<b>EMPLOYEE'S SIGNATURE</b>	<b>DATE</b>