

STAFF SUMMARY FOR AUGUST 7-8, 2019

6A. ACTING EXECUTIVE DIRECTOR'S REPORT – STAFF REPORT**Today's Item**Information Action

Receive the acting executive director's staff report.

Summary of Previous/Future Actions (N/A)**Background*****Staffing Update***

Last month, Executive Director Valerie Termini was appointed by the governor as chief deputy director of DFW; consistent with FGC direction to staff, recruitment efforts are underway for a new executive director with the goal of having the position filled by mid-Sep. To achieve the best possible candidate pool, the position has been advertised broadly, including on stakeholder and partner websites in California and nationally. In addition, every California state agency, department, board, and commission has been notified. Applications will be accepted through Aug 14, 2019 with interviews expected to be conducted Aug 28 in Sacramento. Exhibit 1 is a recruitment flyer for the position.

FGC will need to hold a special meeting to potentially select a new executive director, which is proposed for Tuesday, Sep 3, 2019. Staff requests confirmation to add Sep 3 to the FGC meeting schedule and for guidance on whether to schedule as a teleconference or in-person meeting.

In the interim, Melissa Miller-Henson is acting executive director, a role she has fulfilled since Sep 2018. Additional temporary assignments include Susan Ashcraft as acting deputy executive director and Elizabeth Pope as acting marine advisor.

Staff is also in the process of filling the vacant seasonal clerk position to assist with meeting preparation, general reception needs, and administrative tasks. The final filing date for applications was Jul 31; staff expects to hold interviews for this part-time, intermittent position in Aug.

Service Based Budgeting Update

Staff continued its work on the Service Based Budgeting (SBB) Project, DFW's comprehensive review of its budget and the tasks necessary to realize its mission. Because FGC's budget is embedded within DFW's budget, considerable FGC staff time has been allocated since Feb to assist in the effort. While the first SBB phase was focused on estimates of staff time necessary to fulfill *mission-level* FGC mandates, the next phase required estimations of staff time of *current duties*, which entailed the input of all FGC staff and supervisors. Currently, a two-week input period is underway to revisit mission-level entries; once concluded in mid-Aug, FGC's involvement for the year will be complete. In the long-term, SBB data will help to inform future FGC budget levels and priorities.

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Significant Public Comments (N/A)

Recommendation

FGC Staff: Approve a special teleconference meeting of the commission to be held on Sep 3, 2019 to potentially select a new executive director.

Exhibits

1. [Recruitment flyer for FGC executive director](#)
2. [Staff Report on Staff Time Allocation and Activities, dated Jul 30, 2019](#)

Motion/Direction

Moved by _____ and seconded by _____ that the Commission approves a special teleconference meeting of the commission to be held on September 3, 2019 to potentially select a new executive director.



The California Fish and Game Commission
invites applications for

EXECUTIVE DIRECTOR

Exempt Appointment – Non-tenured, full-time

Location: Sacramento, California

Job Code#: JC-164289

Position #: 565-001-0771-401

Classification: Executive Director, Fish and Game Commission/Department of Fish and Game

Monthly Salary: \$10,733.00 - \$11,958.00

Final Filing Date: August 14, 2019

Interviews: August 28, 2019 in Sacramento

The California Fish and Game Commission (Commission) is looking for a talented and exceptional executive director to take the helm of a high performing team to support and carry out the mission of the Commission. The position requires a dynamic leader with demonstrated executive-level experience. The position offers unique opportunities and challenges in one of the most beautiful states in the union, while working with a diverse and growing population. Based in the state capitol of Sacramento, the Commission is family-friendly and situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe and other desirable destinations.

California Fish and Game Commission

Established in 1870, the Commission is composed of five members appointed by the Governor and confirmed by the California State Senate. The Commission has a small staff, including the executive director, a deputy executive director, a program manager, two science advisors, and administrative and analytical support personnel. The Commission conducts public meetings throughout the State to, among other things, promulgate regulations for sport fishing and hunting, many commercial fisheries, and designating protected areas; makes listing and delisting determinations for the state's rare, threatened or endangered species under the California Endangered Species Act; sets policy for the California Department of Fish and Wildlife; acts in a semi-judicial role for appeals and accusations; and leases state water bottoms for aquaculture and kelp beds for harvesting.

For more information about the Commission, please visit www.fgc.ca.gov.

Position Description and Duties

The Executive Director is the executive officer for the Commission. This position is exempt: appointment to and service in the position is at the pleasure of the Commission.

Under the general direction of the California Fish and Game Commission, the executive director actively supports and implements a shared vision that emphasizes (1) a healthy, biodiverse and natural California in which native fish and wildlife thrive; and (2) a rich and sustainable outdoor heritage that inspires recreation and enjoyment for all generations.

The executive director oversees and guides the work of a multi-disciplinary team of professional and administrative staff; provides direction to staff for administering a critical, statewide regulatory program and quasi-judicial proceedings; maintains collaborative working relationships with government agencies and stakeholders; maximizes opportunities to educate the public and stakeholders about commission actions; advises the commission on legislation, public policy, meeting its statutory responsibilities, and achieving strategic goals; represents the Commission in negotiations; and provides general oversight for commission operational decisions.

You will find additional information about the job in the [Duty Statement](#).

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Exhibits a high degree of integrity and ethical behavior by modeling values-based behaviors
- Acts with independence, open-mindedness, flexibility, trust and tact
- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board or commission on complex issues
- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public, and special interest groups
- Experience in identifying, prioritizing and implementing objectives to achieve stated goals
- Experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff
- Exhibits strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential
- Promotes internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals
- Experience with public speaking before large groups and group communication techniques
- Knowledge of the commission and state fish and wildlife programs and policies, and California state government, including the organization and practices of the legislature and executive branch
- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity
- Obtained a baccalaureate or advanced degree in public administration, environmental policy, environmental science, natural science, wildlife or fisheries management, or related field

Special Requirements

Special Personal Characteristics

A thorough commitment to the Commission's mission and vision and core values, strong knowledge concerning leadership and management principles to motivate others to define and solve problems, excellent oral and written communication skills, the highest level of integrity as well as tact and discretion with sensitive and confidential issues, ability to work well on a small team, a judicial temperament, ability to adapt to a continually-evolving environment and thrive in a timeline-driven setting, dependable, and self-motivated.

Working Conditions

Conflict of Interest Code and Statement of Economic Interests Filing

This position is subject to Title 14, Section 782.1, of the California Code of Regulations, the Commission's Conflict of Interest Code regulations. The Political Reform Act requires employees who serve in this position to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office. These statements are publicly accessible documents.

Application Instructions

Completed applications and all required documents must be received or postmarked by the final filing date in order to be considered. Dates printed on mobile bar codes, such as the Quick Response (QR) Codes available at USPS, are not considered postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: August 14, 2019

Who May Apply

This is a non-testing classification; therefore, individuals who are eligible to be appointed to this exempt position by the State of California may apply. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable laws and rules. Please note on your application your current participation in these programs.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process.

Applicants must meet the minimum qualifications stated in the classification specification(s).

How to Apply

Complete application packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this job. Application packages may be submitted electronically through your CalCareers Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of

the application package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below. If you submit your application electronically, you must provide a print copy of the STD 678 with an original signature using one of the two alternative methods listed below.

Address for Mailing Application Packages

California Department of Fish and Wildlife
Attn: Carolyn Rendon
P.O. Box 944209
Sacramento, CA 94244

Address for Drop-Off Application Packages

Carolyn Rendon
California Department of Fish and Wildlife
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814
Weekdays, 8:00 AM - 4:30 PM

What to Include

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job.

- Current version of the State Examination/Employment Application Form (STD Form 678), when not applying electronically, or the Electronic State Employment Application through your applicant account at www.CalCareers.ca.gov. All experience and education relating to the minimum qualifications listed on the classification specification should be included to demonstrate how you meet the minimum qualifications for the position.
- Resume or CV is required and must be included.
- Statement of qualifications – A statement of qualifications of no more than two pages describing how your experience and education satisfy the desired qualifications.
- Two letters of professional recommendation.

Applications must be *received by* August 14, 2019. Interviews will be held on August 28, 2019 in Sacramento.

Reasonable Accommodation

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Contact Information

The hiring unit contact is available to answer questions regarding the position or application process.

Department Website: www.fgc.ca.gov

Hiring Unit Contact:

David Thesell
California Fish and Game Commission
(916) 654-9903
David.Thesell@fgc.ca.gov

Please direct requests for reasonable accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding reasonable accommodations or equal employment opportunity for this position to the California Department of Fish and Wildlife's EEO Office:

EEO Office
(916) 653-9089
EEO@wildlife.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a telecommunications device for the deaf, and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

California Fish and Game Commission

Staff Report on Staff Time Allocation and Activities

July 30, 2019

Commission staff time is a tangible and invaluable asset. Especially since the Commission's staff is so small, where and how staff members spend their time is important. This report identifies where Commission staff allocated time to general activity categories (see table; sample tasks for each general category begin on page 2) and specific activities during Jun and Jul 2019.

The general allocation table summarizes time across all staff classifications, though some classifications require a greater emphasis on certain task categories than others. For example, advisors can spend 30% or more of their time on special projects due to committee project assignments, while regulatory analysts spend up to 70% of their time on regulatory program tasks. Of note during this reporting period is a large increase under special projects. This represents staff time on the *Service Based Budgeting* initiative.

General Allocation

| Task Category | June Staff Time | July Staff Time |
|-------------------------------|-----------------|-----------------|
| Regulatory Program | 10% | 13% |
| Non-Regulatory Program | 2% | 4% |
| Commission/Committee Meetings | 29% | 22% |
| Legal Matters | 5% | 3% |
| External Affairs | 6% | 6% |
| Special Projects | 11% | 17% |
| Administration | 16% | 16% |
| Leave Time | 16% | 19% |
| Unfilled Positions | 5% | 4% |
| Total Staff Time ¹ | 100% | 105% |

¹ Total staff time is greater than 100% due to overtime

Activities for June 2019

- Prepared for and conducted two publicly noticed meetings (Jun 11 Tribal Committee and Jun 12-13 Fish and Game Commission meetings)
- Began preparations for one publicly noticed meeting (Jul 11 Marine Resources Committee)
- Participated in MPA Milestones meeting, hosted by CA Natural Resources Agency
- Participated in Ocean Protection Council MPA Statewide Leadership Team meeting
- Participated in DFW leadership team and Operations Committee meetings

- Conducted joint meeting with DFW Regulations Unit.
- Participated in the Climate and Fishing Communities Steering Committee meeting
- Attended training for Service Based Budgeting validators and respondents

Activities for July 2019

- Finalized preparations for and conducted one publicly noticed meeting (Jul 11 Marine Resources Committee)
- Participated in Red Abalone Fishery Management Plan project and admin team meetings
- Participated in MPA Statewide Leadership Team workgroup meetings
- Participated in the Climate and Fishing Communities meeting
- Participated in CA Hunting and Conservation Coalition meeting
- Continued work on Service Based Budgeting initiative
- Participated in the Fishing Communities workshop
- Participated in MPA Statewide Leadership Team *other uses* subgroup meetings
- Conducted stakeholder meeting on bullfrogs
- Attended training for Service Based Budgeting validators and respondents
- Completed *current state level data* phase for Service Based Budgeting
- Received training on ADA compliance for web accessibility standards
- Participated in DFW leadership team and Operations Committee meetings

General Allocation Categories with Sample Tasks

Regulatory Program

- Coordination meetings with DFW to develop timetables and notices
- Prepare and file notices, re-notices, and initial and final statements of reasons
- Prepare administrative records
- Track and respond to public comments
- Consult, research and respond to inquiries from the Office of Administrative Law

Non-Regulatory Program

- DFW partnership, including joint development of management plans and concepts
- Process and analyze non-regulatory requests
- Develop, review and amend Commission policies
- Research and review adaptive management practices
- Review and process California Endangered Species Act petitions

Commission/Committee Meetings and Support

- Research and compile subject-specific information
- Review and develop policies
- Develop and distribute meeting agendas and materials
- Agenda and debrief meetings
- Prepare meeting summaries, audio files and voting records
- Research and secure meeting venues
- Develop and distribute after-meeting memos/letters
- Make travel arrangements for staff and commissioners
- Conduct onsite meeting management
- Process submitted meeting materials
- Provide commissioner support (expense claims, office hours, etc.)
- Process and analyze regulatory petitions

Legal Matters

- Respond to Public Records Act requests
- Process appeals and accusations
- Process requests for permit transfers
- Process kelp and state water bottom leases
- Litigation
- Prepare administrative records

External Affairs

- Engage and educate legislators, monitor legislation
- Maintain state, federal and tribal government relations
- Correspondence: Respond to public inquiries
- Website maintenance

Special Projects

- Predator Policy Workgroup
- Fishing from piers and jetties
- Coastal fishing communities
- Fisheries Bycatch Workgroup
- Streamline routine regulatory actions
- Strategic planning
- Aquaculture Best Management Practices
- Website transition project
- Service Based Budgeting initiative

Administration

- Staff training and professional development
- Correspondence
- Purchases and payments
- Contract management
- Personnel management
- Budget development and tracking
- Health and safety oversight
- Internal processes and procedures
- Document archival

Leave Time

- Holidays
- Sick leave
- Vacation or annual leave

- Jury duty

- Bereavement

Unfilled

- Executive Director

- Seasonal Clerk