

STAFF SUMMARY FOR JUNE 12-13, 2019

Significant Public Comments (N/A)

Recommendation (N/A)

Exhibits

1. [Staff Report on Staff Time Allocation and Activities, dated June 3, 2019](#)

Motion/Direction (N/A)

California Fish and Game Commission

Staff Report on Staff Time Allocation and Activities

June 3, 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 Apr and May 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 the work on the new website template and the *Service Based Budgeting* initiative.

General Allocation

Task Category	April Staff Time	May Staff Time
Regulatory Program	16%	20%
Non-Regulatory Program	4%	5%
Commission/Committee Meetings	30%	18%
Legal Matters	4%	4%
External Affairs	5%	4%
Special Projects	9%	15%
Administration	22%	19%
Leave Time	13%	15%
Unfilled Positions	3%	4%
Total Staff Time ¹	105%	104%

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

Activities for April 2019

- Preparations for and conducted one publicly noticed meeting (Apr Fish and Game Commission meeting)
- Began preparations for Wildlife Resources Committee meeting
- Participated in MPA Statewide Leadership Team work plan sub-team meetings
- 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.
- Continued work on new state-mandated website template
- Participated in the Climate and Fishing Communities Steering Committee meeting
- Attended three-day Administrative Procedure Act training from the Office of Administrative Law
- Participated in CA Hunting and Conservation Coalition meeting
- Attended training for Service Based Budgeting validators and respondents
- Continued work on Service Based Budgeting initiative
- Participated in DFW public outreach meeting for statewide inland fishing regulation simplification meeting in Redding

Activities for May 2019

- Finalized preparations for and conducted two publicly-noticed meetings (May 16 teleconference and May 16 WRC)
- Participated in Red Abalone Fishery Management Plan project and admin team meetings
- Participated in the Climate and Fishing Communities Steering Committee meeting
- Participated in Marine Protection Act *Other Uses* subgroup meeting
- Completed phase two of Service Bases Budgeting initiative
- Attended workshop for the Ocean Protection Council MPA network
- Participated in DFW leadership team and Operations Committee meetings
- Finalized work on state-mandated website template and launched new website

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 Bases 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

- Legal/Regulatory Clerk