

JOB DESCRIPTION AND POSITION CLASSIFICATION

SSJDC 525 (2-PAGE) (REV. 01/10)

CLASSIFICATION Environmental Program Manager II (Deputy Executive Officer)		POSITION NUMBER 531-100-0769-xxx	MCR 1	RPA # SSJDC - 013
APPOINTEE	EFFECTIVE DATE	DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy		
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input type="checkbox"/> M10 Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: <input type="checkbox"/>				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Campbell Ingram	SUPERVISOR'S CLASSIFICATION Executive Officer	
APPROVED BY (Personnel Analyst's Name)			DATE	

ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.

POSITION SUMMARY

Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting:

Under administrative direction of the Executive Officer, the Deputy Executive Officer (DEO) is responsible for supporting the formulation, implementation, administration and evaluation of departmental policies vital to the continual development and management of successful Programs of the Department. The DEO provides leadership and strategic guidance for the administration of the organization overseeing administrative functions including general operations, staff supervision, budget development and strategic planning. Serves as a lead member of the executive management team, and may be required to act in the absence of the Executive Officer.

DESCRIPTION OF DUTIES

Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.
40% (E)	<p>Essential Functions</p> <p>Responsible for formulating and administering policies, programs, and strategic plans consistent with the Conservancy's enabling legislation, and applicable State policy. Oversees implementation of multiple ecosystem restoration, water quality, watershed and economic development programs and projects consistent with the Conservancy's Strategic Plan, the Delta Plan and the Delta Science Plan. Convenes workgroups to engage collaboratively with State, federal and local interests to plan and implement programs and projects. Ensures that a strong scientific basis and adaptive management concepts are foundational to Conservancy programs and projects.</p>
30% (E)	<p>Oversees all aspects of administration for the Conservancy. Responsible for supervision of up to 11 staff members including providing direction to departmental management on a wide range of complex administration issues. Interprets and adheres to state and federal laws, rules, regulations, bargaining unit contracts and policies in all personnel practices: provides direction and guidance regarding work assignments and daily work activities to ensure timely completion of assignments; reviews work and evaluates performance of staff and provides regular feedback, timely performance reviews, and professional development and performance opportunities.</p> <p>Oversees development of programs and policies related to financial operations and provides oversight and tracking of all Conservancy funding sources and budgetary allocations for all programs and projects. Develops annual budget change proposals and manages the annual budget process. Oversees all Conservancy service contracts and grant programs, including existing reimbursement grants and associated budget tracking. Tracks and ensures compliance with all applicable State and federal administrative and fiscal reporting requirements. Communicates with control agencies to resolve various issues at a high level, including</p>

<p>20% (E)</p> <p>10%(E)</p>	<p>Department of General Services, the Department of Finance, the Legislative Analyst's Office, and other State agencies in matters regarding the Conservancy.</p> <p>Leads several collaborative projects focusing on watershed and water quality improvements, project tracking and data sharing. Provides oversight and coordination on a broad array of technically diverse projects produced by Conservancy staff, consultants, or others.</p> <p>Provides support for the Conservancy Board and is the lead to ensure Board materials are complete, professional and timely. Leads the Program and Policy Subcommittee of the Board in developing meeting agendas and staff reports with assistance from the Subcommittee Chair and the Executive Officer.</p>
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SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
SUPERVISOR'S NAME (Print) Campbell Ingram	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.		
EMPLOYEE'S NAME (Print)	EMPLOYEE'S SIGNATURE 	DATE

JOB DESCRIPTION AND POSITION CLASSIFICATION

CLASSIFICATION Environmental Program Manager II (Deputy Executive Officer)		POSITION NUMBER 531-100-0769-xxx	MCR 1	RPA # SSJDC-013
APPOINTEE		DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy		
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
	<p>Knowledge and Abilities</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues. Health and environment related priorities of legislative and administrative branches of California and Federal government; health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government; and performance management strategies.</p> <p>Ability to: Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues. Manage lead, or administer program resources; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems; and evaluate program performance and achievements.</p> <p>Supervision Received The incumbent works under administrative direction from the Executive Officer. The incumbent works independently with minimal oversight.</p> <p>Supervision Exercised Incumbent supervision includes staff services manager, technical scientist specialists and analysts, and several consultant staff.</p> <p>Conflict of Interest Position is subject to financial disclosure; required to file Statement of Economic Interests (Form 700).</p>			