

**JOB DESCRIPTION AND POSITION CLASSIFICATION**

DSC 525 (3-PAGE) (REV. 01/10)

CLASSIFICATION <b>Program Manager II</b>		POSITION NUMBER <b>530-001-0784-xxx</b>	MCR <b>1</b>	RPA # <b>DSC 14-014</b>
APPOINTEE <b>Vacant</b>		EFFECTIVE DATE	DIVISION/SECTION <b>Delta Plan Division</b>	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> <b>M10</b> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU:				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) <b>Cindy Messer</b>	SUPERVISOR'S CLASSIFICATION <b>CEA III, Deputy Director</b>	
APPROVED BY (Personnel Analyst's Name) <b>Lynn Borja</b>			DATE <b>6/28/13</b>	
<b>ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.</b>				
<b>POSITION SUMMARY</b>				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: <b>Under the general direction of the Deputy Executive Officer, the Program Manager II oversees the Ecosystem Restoration, Land Use and Science Integration program of the Delta Plan Division in implementation of the Delta Plan including its policies/recommendations, performance measures and adaptive management processes.</b>				
<b>DESCRIPTION OF DUTIES</b>				
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.			
20%	Manage Ecosystem, Land Use and Scientific Integration Section within the Delta Plan Division. Directly supervise Senior Planner, Staff Environmental Scientist and temporary contract employees in development of policies, performance measures and general reporting in the areas of ecosystem restoration, land-use planning, science integration and adaptive management.			
20%	Monitor progress in implementing the Delta Plan: as part of interagency and intra-agency team complete development of performance measures to evaluate progress in implementing the Plan. Coordinate with key agencies to collect information and report progress to Council and Implementation Committee.			
15%	Advise Delta Stewardship Council (DSC) executive management, brief Council members and coordinate with state, federal and local agency officials and stakeholders on strategies, policies, performance measures and adaptive management process related to ecosystem restoration, land-use planning, science integration and adaptive management related to Delta Plan implementation.			
15%	Support the Delta Plan Implementation Committee by serving as lead on technical workgroups related to ecosystem restoration, land use planning, economic development in the Delta, science integration, performance measures and adaptive management.			
<b>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</b>				
SUPERVISOR'S NAME (Print) <b>Cindy Messer</b>		SUPERVISOR'S SIGNATURE ➤		DATE
<b>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</b>				
EMPLOYEE'S NAME (Print) <b>Vacant</b>		EMPLOYEE'S SIGNATURE ➤		DATE

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APPOINTEE <b>Vacant</b>		DIVISION/SECTION <b>Delta Plan Division</b>		
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10%	Coordinate with DSC Executive management and Bay Delta Conservation Plan (BDCP) managers to support integration of the BDCP into the Delta Plan and implementation of the BDCP's Conservation Measures, adaptive management process and performance tracking.			
10%	As part of the Covered Actions regulatory process; conduct early consultation with local and state agency staff as well as project proponents to discuss project consistency with Delta Plan, assist legal staff with analysis and recommendations for the Council in response to appeals. Provide training to local and state agency staff for using the online forms system.			
10%	Coordinate amendments and future updates of the Delta Plan.			

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	<p>Desirable Qualifications:                      Experience working in water or environmental policy, water-resource management, environmental sciences or land use planning. Program management and supervisory experience and skills, excellent communication skills, and the ability to convey complex science, policy and land-use issues and topics to policy and political leaders. Experience working in a multi-agency and stakeholder environment.</p> <p>This position is subject to a financial disclosure: incumbent is required to file Statement of Economic Interests (Form 700).</p> <p>Additional desired qualifications:</p> <ul style="list-style-type: none"> <li>• Knowledge of the legislative process and environmental programs and policies of the state is desirable.</li> <li>• Knowledge of environmental regulatory processes such as California Environmental Quality Act (CEQA), Habitat Conservation Plans (HCPs) and Natural Community Conservation Plans (NCCPs) is desirable.</li> <li>• Critical reasoning skills and sound judgment is required.</li> </ul> <p>Special Personal Characteristics:</p> <ul style="list-style-type: none"> <li>• Ability to work productively in a demanding environment</li> <li>• Possess strong organizational skills</li> <li>• Show initiative in recommending courses of action and being proactive</li> <li>• Maintain high ethical standards</li> <li>• Willingness and ability to accept increasing responsibility and demonstrate capacity for development</li> </ul> <p>Interpersonal Skills:</p> <ul style="list-style-type: none"> <li>• Ability to work well independently and as a team member</li> <li>• Ability to gain and maintain the confidence and cooperation of those contacted during the course of work</li> <li>• Ability to interact with various levels of staff, management, stakeholders and implementing agencies in a professional and courteous manner</li> </ul> <p><b>WORK ENVIRONMENT, PHYSICAL OR MENTAL ABILITIES</b></p> <ul style="list-style-type: none"> <li>• Appropriate attire for professional office environment</li> <li>• Ability to sit in a normal seated position for extended periods of time</li> <li>• Manage multiple priorities effectively and meet deadlines</li> <li>• Meet short processing timelines when necessary</li> <li>• Handle varying and sometimes large workload volumes</li> <li>• Ability to remain calm during stressful situations</li> <li>• Ability to effectively handle multiple tasks and changing priorities.</li> </ul> <p><b>PERSONAL CONTACTS</b></p> <ul style="list-style-type: none"> <li>• Liaison with Resources Agency and state and federal implementing agency staff, including program managers and directors.</li> <li>• Other local, state and federal governmental agencies, stakeholders, legislators, and the public.</li> </ul> <p><b>SUPERVISION RECEIVED</b>                      The incumbent works under general direction from the Deputy Executive Officer, Delta Plan.</p> <p><b>SUPERVISION EXERCISED</b>                      The incumbent supervises a Staff Environmental Scientist and Senior Planner.</p>		