

JOB DESCRIPTION AND POSITION CLASSIFICATION

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

CLASSIFICATION Program Manager II (Assistant Executive Officer)		POSITION NUMBER 531-100-0784-392	MCR 1	RPA # DC 12-002
APPOINTEE vacant		EFFECTIVE DATE	DIVISION/SECTION Sacramento-San Joaquin Delta Conservancy	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> M10 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) Campbell Ingram	SUPERVISOR'S CLASSIFICATION Executive Officer	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 1/6/2010	
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 the general direction of the Executive Office, Delta Conservancy, incumbent will supervise program planning activities for the forthcoming Sacramento-San Joaquin Delta Conservancy (Delta Conservancy). Plan, organize, and direct staff in the implementation actions needed for the new Delta Conservancy, including the Strategic and Finance Plans required by legislation.				
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)	Supervises staff in initiating the strategic and finance planning processes, as required by legislation, for the Delta Conservancy in order to achieve its mission of implementing ecosystem restoration in the Delta. Directs staff in identifying short and long-term issues in implementing programs to achieve its mission, negotiates with and develops potential solutions for the State, federal and local agencies and the Delta Conservancy by facilitating work groups to reach common goals. Conveys information to agency management, the Legislature, and staff using a variety of means, including written reports, website, or personal communication; oversees preparation and distribution of meeting materials in both printed and electronic format to ensure transparency and public participation. Testifies before the Delta Stewardship Council and Delta Conservancy.			
30% (E)	Leads staff in development of the program plan and policies for the Delta Conservancy, using principles and practices of supervision and management, and in consultation with Delta Conservancy Executive Officer, as necessary. Reviews for accuracy and consistency with other documents, like the CALFED Record of Decision or the Bay Delta Conservation Plan, the work performed by consultants contributing to the Delta Conservancy strategic plan, as necessary.			
10% (E)	Fosters political consensus to ensure consistent policy interpretation and application to meet the co-equal goals by developing and maintaining suitable and collaborative relationships with state, federal, and local governments as well as non-governmental organizations and other stakeholders. Participates in public outreach efforts, including meetings or workshops, to further the goals of the Delta Conservancy.			
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) vacant		EMPLOYEE'S SIGNATURE ➤		DATE

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10% (E)	Oversees staff in the development and management of contracts to secure consultant staff to assist in the strategic and finance planning efforts.			
10% (E)	<p>Ensures that decisions regarding program activities are scientifically founded by working collaboratively with the Delta Science Program to have appropriate activities reviewed by independent science panels, and through general knowledge of scientific principles and contemporary scientific literature. Provides oversight and coordination on a broad and technically diverse range of projects produced by Delta Conservancy staff, consultants, or others.</p> <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> --Ability to effectively plan, organize, direct the activities of technical and contract staff. --Comprehensive knowledge of Delta programs, policies, and issues. --Comprehensive knowledge of environmental regulatory requirements such as National Environmental Policy Act, California Environmental Quality Act, and both the state and federal Endangered Species Acts. --Principles and practices of supervision and management. --Principles and practices of contract management. --Ability to develop and maintain suitable relationships with state, federal, and local agencies and non-governmental organizations. --Ability to effectively integrate, and coordinate activities at the highest appropriate levels. --Ability to analyze complex problems, and develop and recommend effective courses of action. --Excellent written and oral communication skills. --Demonstrated ability to facilitate work groups to reach common goals. --Demonstrated ability to use computer software such as MS Word and MS Excel. <p>Supervision Received</p> <p>The incumbent works under general direction from the Executive Officer. The incumbent works independently with minimal review of work products.</p> <p>Supervision Exercised</p> <p>Incumbent supervises a staff of technical specialists and analysts, and several consultant staff.</p> <p>Conflict of Interest</p> <p>Position is subject to financial disclosure; required to file Statement of Economic Interests (Form 700).</p>			