

## STAFF SUMMARY FOR APRIL 26-27, 2017

**31A. OTHER INFORMATIONAL ITEMS – STAFF REPORT****Today's Item**Information Action 

Receive the staff report, including staffing updates, staff time allocations, and previous meeting outcomes.

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

- Interviews were completed for the seasonal clerk position and the job was offered to Jodean Hernandez; we are pleased to announce that she accepted and began on Apr 12!
- Marine Advisor Susan Ashcraft was on medical leave through mid-Mar and we are excited that she has returned to work half-time. Dr. Craig Shuman, DFW's marine region manager, graciously allowed Elizabeth Pope to continue as an acting senior environmental scientist until the end of Mar to avoid canceling the Mar MRC meeting and to help keep marine items moving forward.
- The program manager position is vacant and staff is working to advertise the position as soon as possible; this position is expected to remain vacant for at least several more months during the recruitment process. In the meantime, the program manager's responsibilities have been distributed among FGC staff to the extent possible; Deputy Executive Director Miller-Henson continues to carry many of those responsibilities.
- Refilling the vacant associate governmental program analyst is still in process; the position is expected to remain vacant at least several more months during the recruitment process. In the meantime, the analyst's responsibilities have been distributed among other FGC staff to the extent possible.
- Recent legislation has created the need to amend Title 14, CCR with new Fish and Game Code citations; as this project will generate significant workload, a retired annuitant with a legal or regulatory background is needed to provide project support. Staff plans to advertise this position in May. In the meantime, FGC staff is addressing updates to Title 14 with individual rulemaking files.

**Staff time allocations:** To help keep FGC current on where its staff is expending time, Exhibit 1 reports the allocation of time in general categories for the previous two months, as well as highlights some specific activities during that time. *Note that unfilled positions and leave represented 40% and 36% of staff's Feb and Mar hours, respectively, which has significantly impacted capacity.* With Ms. Ashcraft's return to half-time, Ms. Hernandez working at two-thirds time, and two rulemaking packages expected to be completed in the next couple of weeks and several more nearing completion by early Jun, staff workload should become more stable by mid-Jun.

**Previous meeting outcomes.** Due to staffing constraints, previous meeting outcomes have not been completed.

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**Significant Public Comments (N/A)**

**Recommendation (N/A)**

**Exhibits**

1. [Staff Report on Time Allocation and Accomplishments, dated Apr 14, 2017](#)

**Motion/Direction (N/A)**

**California Fish and Game Commission**  
**Staff Report on Staff Time Allocation and Accomplishments**  
*April 14, 2017*

Staff time is a tangible and invaluable asset. This report identifies where Commission staff allocated time to general activity categories (see table) and specific activities (see activities lists) during February and March 2017.

While the table below summarizes time allocation across all staff classifications, some classifications require a greater emphasis on certain categories than others. For example, the advisors spend up to 30% 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.

**General Allocation**

<b>Task Category*</b>	<b>February Staff Time</b>	<b>March Staff Time</b>
Regulatory Program	10%	7%
Commission/Committee Meetings	20%	18%
Legal Matters	3%	4%
External Affairs	4%	7%
Special Projects	10%	15%
Administration	18%	18%
Leave Time	14%	16%
Unfilled Positions	26%	20%
Total Staff Time <sup>1</sup>	106%	105%

*\* Total staff time is greater than 100% due to overtime*

**Activities for February 2017**

- Reviewed applications and scheduled interviews for filling seasonal clerk position
- Finished preparations for and conducted three publically-noticed meetings (February 7 Tribal Committee, February 8-9 Commission, and February 21 Wildlife Resources Committee’s Predator Policy Workgroup)
- Began preparing for three publically-noticed meetings (Mar 15 Commission teleconference, Mar 20 Wildlife Resources Committee’s Predator Policy Workgroup, and Mar 23 Marine Resources Committee)
- Assisted FGC members in preparing for confirmation hearings
- Began planning for delta fisheries forum
- Prepared for Fisheries Bycatch Workgroup meeting

- Conducted tribal consultations
- Participated in the California Department of Fish and Wildlife Joint Leadership Team meeting
- Participated in interagency coordination discussions regarding aquaculture leases
- Participated in planning team meeting for updates to the Marine Life Management Act master plan for fisheries

### **Activities for March 2017**

- Completed interviews for and hired seasonal clerk
- Reviewed applications and scheduled interviews for filling associate governmental program analyst position
- Prepared for and conducted three publically-noticed meetings (Mar 15 Commission teleconference, Mar 20 Wildlife Resources Committee's Predator Policy Workgroup, and Mar 23 Marine Resources Committee)
- Began preparations for two publically-noticed meetings (Apr 13 Commission teleconference and Apr 26-27 Commission)
- Prepared for and conducted the Mar 17 Fisheries Bycatch Workgroup meeting
- Attended Senate Rules confirmation hearings
- Conducted tribal consultations
- Attended the Joint Committee on Fisheries and Aquaculture hearing
- Prepared for and conducted additional California Environmental Quality Act training for regulation analysts, advisors, and DFW staff
- Participated in the Marine Protected Areas Statewide Leadership Team meeting
- Participated in the Marine Life Protection Act Milestones meeting
- Participated in the California Department of Fish and Wildlife Headquarters Safety Committee meeting
- Continued planning for delta fisheries forum

### **\* General Allocation Categories with Sample Tasks**

#### ***Regulatory Program***

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Coordination meetings with DFW to develop timetables and notices</li> <li>• Review and process CESA petitions</li> <li>• Prepare and file notices, re-notices, ISORs and FSORs</li> </ul> | <ul style="list-style-type: none"> <li>• Prepare administrative records</li> <li>• Track and respond to public comments</li> <li>• Consult, research and respond to inquiries from OAL</li> </ul> |
|--|---|

#### ***Commission/Committee Meetings and Support***

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• Research and review practices and procedures for adaptive management</li> </ul> | <ul style="list-style-type: none"> <li>• Research and compile subject-specific information</li> </ul> |
|--|---|

- Review and develop policies
- Develop and distribute meeting agendas and materials
- Agenda and debrief meetings
- Prepare meeting summaries and audio files
- Maintain voting records
- 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 and non-regulatory requests

### ***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

### ***External Affairs***

- Engage and educate legislators, monitor legislation
- Maintain state, federal and tribal government relations

- DFW partnership, including joint development of management plans and concepts
- Website maintenance

### ***Special Projects***

- Predator Policy Workgroup
- Fishing from piers and jetties
- Fishing Communities

- Fisheries Bycatch Workgroup
- Streamline routine regulatory actions

### ***Administration***

- Correspondence
- Purchases and payments
- Contract management
- Personnel management
- Strategic planning

- Budget development and tracking
- Health and safety oversight
- Internal processes and procedures
- Staff training and professional development

### ***Leave Time***

- Holidays
- Sick leave
- Vacation or annual leave

- Jury duty
- Bereavement
- Professional development

### ***Unfilled***

- Program Manager
- Regulatory analyst

- Legal/regulatory clerk