

STAFF SUMMARY FOR JUNE 21-22, 2017

20A. 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:**

- Refilling the vacant associate governmental program analyst is still in process; second interviews are scheduled following the FGC meeting. In the meantime, the analyst's responsibilities have been distributed among other FGC staff to the extent possible.
- The program manager position remains vacant. Funding for the position has now been identified and staff is submitting documentation to receive authorization to advertise the position; 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.
- 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. With the focus on completing the interview and hiring process for the regulatory analyst, and securing approval to advertise the program manager position, staff has been unable to focus on filling this need. 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, not including the retired annuitant, unfilled positions and leave represented 28% and 26% of staff's April and May hours, respectively, which has significantly impacted capacity.*

Previous meeting outcomes: Due to staffing constraints, previous meeting outcomes have not been completed; official meeting minutes for FGC meetings are the video files, which are available on the FGC website at fgc.ca.gov/meetings.

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

1. [Staff Report on Time Allocation and Accomplishments, dated Jun 9, 2017](#)

Motion/Direction (N/A)

California Fish and Game Commission

Staff Report on Staff Time Allocation and Accomplishments

June 9, 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 April and May 2017.

The table below summarizes time allocation across all staff classifications, though some classifications require a greater emphasis on certain categories than others. For example, 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

Task Category*	April Staff Time	May Staff Time
Regulatory Program	10%	11%
Commission/Committee Meetings	31%	22%
Legal Matters	3%	7%
External Affairs	9%	7%
Special Projects	8%	13%
Administration	17%	18%
Leave Time	10%	10%
Unfilled Positions	18%	16%
Total Staff Time ¹	107%	105%

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

Activities for April 2017

- Finished preparations for and conducted two publically-noticed meetings (Apr 13 Commission teleconference and Apr 26-27 Commission)
- Continued preparations for two publically-noticed meetings (May 24 WRC, May 24 Delta Fisheries Forum)
- Continued preparations for the May 4 Fisheries Bycatch Workgroup meeting
- Began planning and preparations for four publically-noticed meetings (June 20 Tribal Committee, June 21 North Coast Fishing Communities, June 21-22 Commission, July 13 WRC Predator Policy Workgroup)
- Conducted interviews for the associate governmental program analyst position
- On-boarded new seasonal clerk
- Participated in planning team meetings for updates to the Marine Life Management Act master plan for fisheries

Activities for May 2017

- Finished preparations for and conducted two publically-noticed meetings (May 24 WRC, May 24 Delta Fisheries Forum)
- Prepared for and conducted the May 4 Fisheries Bycatch Workgroup meeting and began preparations for the June 1 meeting
- Continued preparations for five publically-noticed meetings (June 20 Tribal Committee, June 21 North Coast Fishing Communities, June 21-22 Commission, July 13 WRC Predator Policy Workgroup, July 20 Marine Resources Committee)
- Reviewed applications for filling the associate governmental program analyst position
- Participated in the “California Ocean Litter Strategy Update Workshop” organized by the Ocean Protection Council and NOAA’s Marine Debris Program in collaboration with the California Coastal Commission, Surfrider Foundation, and California Sea Grant
- Participated in the Integrated Wildlife Damage Management Workshop conducted by the U.S. Department of Agriculture, Animal and Plant Health Inspection Service’s Wildlife Services California Program
- Participated in the California Department of Fish and Wildlife Joint Leadership Team meeting
- Participated in leadership training
- Participated in planning team meetings for updates to the Marine Life Management Act master plan for fisheries
- Held spring office cleaning

* General Allocation Categories with Sample Tasks

Regulatory Program

- Coordination meetings with DFW to develop timetables and notices
- Review and process CESA petitions
- Prepare and file notices, re-notices, ISORs and FSORs
- Prepare administrative records
- Track and respond to public comments
- Consult, research and respond to inquiries from OAL

Commission/Committee Meetings and Support

- Research and review practices and procedures for adaptive management
- Research and compile subject-specific information
- 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