

## STAFF SUMMARY FOR OCTOBER 11-12, 2017

**30A. 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 (N/A)**

**Staffing update:** A vacant position was filled in mid-Aug, one position become vacant at the end of Aug, and two other positions remain vacant.

- The vacant associate governmental program analyst (AGPA) position was filled by Rick Pimentel, who has been primarily focused on training over the last seven weeks. In the last couple of weeks has assumed more responsibilities, with a goal of being fully on-boarded by mid-Nov.
- Our administrative assistant position became vacant at the end of Aug. Staff has submitted and is awaiting approval on the paperwork necessary to reclassify the position to a staff services analyst and to advertise the position. The administrative assistant's responsibilities have been distributed among all FGC staff, with a significant portion going to our seasonal clerk and two AGPAs.
- After advertising the program manager position, over 80 applications were submitted. Applicants were asked to submit a supplemental statement of qualifications to assist with the culling process; the goal is to start interviews by the second week of November. 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 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. Currently leadership is focused on completing onboarding for the regulatory analyst, filling the program manager position, and securing approval for and advertising the staff services analyst position. In the meantime, FGC staff is addressing updates to Title 14 on a regulation-by-regulation basis 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 22% and 26% of staff's Aug and Sep hours, respectively*; while this is a slight improvement from previous months, it continues to significantly impact 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 through the FGC website at [www.fgc.ca.gov/meetings](http://www.fgc.ca.gov/meetings).

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

**Recommendation (N/A)**

**Exhibits (N/A)**

1. [Staff Report on Time Allocation and Accomplishments, dated Aug 8, 2017](#)

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

**California Fish and Game Commission**  
**Staff Report on Staff Time Allocation and Accomplishments**  
*September 29, 2017*

Commission staff time is a tangible and invaluable asset. Especially since the Commission’s staff is so small, where and how staff members spend their time matters. This report identifies where Commission staff allocated time to general activity categories (see table; sample tasks for each general category begin on page 3) and specific activities (see activities lists) during August and September 2017.

The table below summarizes time allocation across all staff classifications, though some classifications require a greater emphasis on certain task categories than others. For example, advisors can spend 30% or more 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>August Staff Time</b>	<b>September Staff Time</b>
Regulatory Program	11%	12%
Commission/Committee Meetings	25%	21%
Legal Matters	4%	5%
External Affairs	6%	6%
Special Projects	14%	15%
Administration	21%	21%
Leave Time	11%	10%
Unfilled Positions	11%	16%
Total Staff Time <sup>1</sup>	108%	106%

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

**Activities for August 2017**

- Finished preparations for and conducted one publically-noticed meeting (August 16 Commission)
- Began preparations for one publically-noticed meeting (September 13 Wildlife Resources Committee)
- Conducted August 1 meeting of the MRC’s Fisheries Bycatch Workgroup and coordinated completion of final workgroup report
- Began planning and preparations for September 13 FGC Wildlife Resources Committee meeting
- Began onboarding and training for new regulatory analyst

- Participated in Traditional Ecological Training Issues and Partnerships webinar hosted by the California Landscape Conservation Cooperative
- Participated in the Hunting and Conservation Coalition meeting
- Participated in the California Department of Fish and Wildlife's mission-based budgeting planning meetings and administrative coordination meetings
- Participated in the Sacramento-San Joaquin Delta Invasive Species Symposium
- Participated in information security and privacy awareness trainings
- Participated in planning team meetings for updates to the Marine Life Management Act master plan for fisheries
- Attended the DFW Law Enforcement Academy graduation
- Attended the DFW Strategic Vision Stakeholder Advisory Group meeting

### **Activities for September 2017**

- Finished preparations for and conducted one publically-noticed meeting (September 13 Wildlife Resources Committee)
- Finished preparations for and conducted Tribal Committee conference call with California tribes on developing a shared vision of co-management for fish and wildlife resources under the jurisdiction of the Commission
- Began preparations for October 19 meeting of the MRC's Fisheries Bycatch Workgroup
- Organized and attended a tour of Ballona Wetlands Ecological Reserve
- Began preparations for four publically-noticed meetings (October 10 Tribal Committee, October 11-12 Commission, and October 11 and 18 Coastal Fishing Communities)
- Began preparations for the November meeting of WRC's Predator Policy Workgroup
- Continued onboarding and training for new regulatory analyst
- Participated in the California Department of Fish and Wildlife's mission-based budgeting planning meetings, Operations Committee meeting, administrative coordination meetings
- Finished preparations for and participated in Native American Day at the State Capitol
- Participated in California Natural Resources Agency MPA Milestones meeting
- Participated in planning team meetings for updates to the Marine Life Management Act master plan for fisheries
- Participated in shellfish aquaculture carrying capacity modeling meeting with the National Oceanic & Atmospheric Administration
- Participated in training for using DFW's Biogeographic Information and Observation System (BIOS) and DFW's California Natural Diversity Data Base (CNDDDB)

## **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
- Coastal 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 (thru August 15)

- Legal/regulatory clerk