

STAFF SUMMARY FOR DECEMBER 6-7, 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: A vacant position was filled in late Nov, our 2017 Sea Grant State Fellow found permanent employment with another state agency, and two other positions remain vacant.

- Nearly 50 applicants submitted a supplemental statement of qualifications for the staff services manager position; after a single round of interviews a candidate was offered the position and accepted! David Thesell began on Nov 27 and will primarily focus on training through the end of Dec. For the last ten months the program manager's responsibilities have been distributed among FGC staff to the extent possible, but David will begin assuming more of those as 2018 approaches.
- Heather Benko, our 2017 Sea Grant State Fellow, successfully competed for a permanent scientific position with another state agency, where she began working on November 1. Her absence was felt immediately, but we wish her well; her experience with the Commission helped propel her to an early start on a rewarding career. A new Sea Grant State Fellow will begin with the Commission in the first quarter of 2018.
- Our administrative assistant position became vacant at the end of Aug. Staff received approval to reclassify the position to a staff services analyst and has advertised the position; the deadline for applications is Dec 5. The former administrative assistant's responsibilities have been distributed among all FGC staff, with a significant portion going to our seasonal clerk and two AGPAs. When the staff services analyst position is filled, there will be a reassessment and redistribution of administrative responsibilities.
- 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 and the program manager, and filling 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 20% and 32% of staff's Oct and Nov hours, respectively*, while this is a slight improvement from previous months, it continues to impact capacity.

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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.

Significant Public Comments (N/A)

Recommendation (N/A)

Exhibits

1. *Staff Report on Time Allocation and Accomplishments*, dated Nov 27, 2017

Motion/Direction (N/A)

California Fish and Game Commission
Staff Report on Staff Time Allocation and Accomplishments
November 27, 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 October and November 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

Task Category	October Staff Time	November Staff Time
Regulatory Program	13%	10%
Commission/Committee Meetings	28%	24%
Legal Matters	4%	4%
External Affairs	5%	5%
Special Projects	14%	8%
Administration	22%	22%
Leave Time	4%	12%
Unfilled Positions	16%	21%
Total Staff Time ¹	106%	106%

¹ Total staff time is greater than 100% due to overtime

Activities for October 2017

- Finished preparations for and conducted four publically-noticed meetings (October 10 Tribal Committee, October 11-12 Commission, and October 11 and 18 Coastal Fishing Communities)
- Began preparations for two publically-noticed meetings (November 8 Coastal Fishing Communities and November 9 Marine Resources Committee)
- Finished preparations for and conducted the October 19 meeting of MRC’s Fisheries Bycatch Workgroup
- Began preparations for the November meeting of WRC’s Predator Policy Workgroup
- Continued training for new regulatory analyst

- Reviewed and scored over 50 statements of qualifications for the staff services manager position and selected interviewees
- Participated in the 2018 Sea Grant Fellows matching workshop
- Participated in the California Department of Fish and Wildlife (DFW) mission-based budgeting planning meetings, Operations Committee meeting, and administrative coordination meetings
- Participated in the DFW Regulations Unit Quarterly Coordination meeting
- Attended the DFW Strategic Vision Stakeholder Advisory Group meetings

Activities for November 2017

- Finished preparations for and conducted two publically-noticed meeting (November 8 Coastal Fishing Communities and November 9 Marine Resources Committee)
- Began preparations for two publically-noticed meetings (December 5 Coastal Fishing Communities and December 6-7 Commission)
- Completed preparations for the November meeting of WRC's Predator Policy Workgroup and coordinated completion of workgroup report
- Conducted interviews for the staff services manager position and hired the final candidate
- Began onboarding and training new staff services manager
- Participated in the Hunting and Conservation Coalition meeting
- Participated in DFW's Joint Leadership Team meeting
- Participated in the three-day 2017 California Department of Fish and Wildlife Science Symposium
- Participated in the DFW mission-based budgeting planning meetings and administrative coordination meetings
- Participated in the Interagency Harmful Algal Blooms Task Force meeting
- Attended the DFW Strategic Vision Stakeholder Advisory Group meetings

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, audio files and 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 (thru November 26)
- Staff Services Analyst
- Legal/regulatory clerk
- Sea Grant State Fellow (starting November 1)