



STAFF SUMMARY FOR FEBRUARY 7-8, 2018

**Recommendation (N/A)**

**Exhibits**

1. [FGC wildlife advisor job opportunity bulletin ad](#)
2. [Staff Report on Time Allocation and Activities, dated Jan 30, 2018](#)

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



## **SENIOR ENVIRONMENTAL SCIENTIST (SPECIALIST)**

Department of Fish and Wildlife, JC-97669

\$6,182.00 - \$7,690.00

**Final Filing Date: 2/26/2018**

### **Job Description and Duties**

The California Fish and Game Commission (Commission) was the first wildlife conservation agency in the United States, pre-dating even the U.S. Commission of Fish and Fisheries. The Commission has hundreds of authorities, some general in nature and some very specific through statutes that comprise the Fish and Game Code, Public Resources Code, and Government Code.

In general, the Commission has jurisdiction over nearly every living thing in California except people, agriculture, and domestic animals. The Commission is formally vested with authority to regulate the take, possession and conservation of birds, mammals, fish, amphibians, and reptiles from the Oregon border to the Mexican border, and, from the Nevada border to three miles out into the Pacific Ocean. The Commission also addresses fish, wildlife and conservation issues on a broad scale, through such subjects as climate change, marine plastics pollution, sustainable fishing communities, predator management, tribal nation engagement, and marine protected areas.

As part of the Commission's executive team, the Senior Environmental Scientist (Specialist), referred to as the Wildlife Advisor, functions as the staff expert on terrestrial and inland fisheries resource management and policy issues for the Commission. The Wildlife Advisor critically evaluates and represents the Commission in developing new approaches to wildlife resource management issues, organizes and conducts Wildlife Resources Committee meetings, collaborates with other agencies, stakeholders, and tribes, assists in developing regulatory and statutory changes as well as Commission policies, and ultimately aids the Commission with decisions impacting California's fish and wildlife resources.

For more details about the role of the Wildlife Advisor, please see the duty statement and visit the Commission's website at [www.fgc.ca.gov](http://www.fgc.ca.gov).

You will find additional information about the job in the [Duty Statement](#).

### **Working Conditions**

The Commission provides for a different type of state government job, one that allows you to apply scientific knowledge and stakeholder engagement skills to help decision-makers resolve complex wildlife issues at the state level and develop policies for wildlife management. The Commission encourages and provides opportunities for ongoing training and development. The position also offers the ability to travel to different regions of the state. The Commission is a small and dynamic state agency where employees are committed to ensuring the long-term

sustainability of California's diverse wildlife and the habitats upon which they depend. We are looking for employees who are interested in a challenging but rewarding and unique job opportunity. Join us and begin a meaningful new career!

Our office is located in downtown Sacramento in the Resources Building, with many nearby parks and restaurants, just two blocks from the State Capitol. We're located right next to Light Rail and within blocks of numerous bus routes for an easy commute.

For more information, visit our website at <http://www.fgc.ca.gov>.

## Minimum Requirements

You will find the Minimum Requirements in the Class Specification.

- [SENIOR ENVIRONMENTAL SCIENTIST \(SPECIALIST\)](#)

## Additional Documents

- [Job Application Package Checklist](#)
- [Duty Statement](#)

## Position Details

<b>Job Code #:</b>	JC-97669
<b>Position #(s):</b>	565-001-0765-002
<b>Classification:</b>	SENIOR ENVIRONMENTAL SCIENTIST (SPECIALIST)
<b># of Positions:</b>	1
<b>Work Location:</b>	Sacramento County
<b>Job Type:</b>	Permanent, Full Time

## Department Information

Department of Fish and Wildlife employees are committed to managing and protecting California's diverse wildlife and the habitats upon which they depend. Join us and begin a meaningful new career.

Department Website: <https://www.wildlife.ca.gov>

## Application Instructions

Completed applications and all required documents must be received or postmarked by the Final Filing Date in order to be considered. Dates printed on Mobile Bar Codes, such as the Quick Response (QR) Codes available at the USPS, are not considered Postmark dates for the purpose of determining timely filing of an application.

**Final Filing Date: 2/26/2018**

***Who May Apply***

Individuals who are currently in the classification, eligible for lateral transfer, eligible for reinstatement, eligible for a Training and Development assignment, have SROA and/or Surplus eligibility, or have list eligibility (or are in the process of obtaining list eligibility). SROA and Surplus candidates may attach “surplus letters” to their applications. Applicants must meet the Minimum Qualifications stated in the Classification Specification(s).

Applications will be screened and only the most qualified applicants will be selected for an interview.

***How To Apply***

Complete Application Packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this Job Posting. Application Packages may be submitted electronically through your CalCareer Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). When submitting your application in hard copy, a completed copy of the Application Package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below:

Address for Mailing Application Packages

You may submit your application and any applicable or required documents to:

Department of Fish and Wildlife  
Attn: ELENA CANO  
P.O. Box 944209  
Sacramento, CA 94244

Address for Drop-Off Application Packages

You may drop off your application and any applicable or required documents at:

ELENA CANO  
P.O. Box 944209  
Sacramento, CA 94244  
08:00 AM - 04:30 PM

Required Application Documents

Please submit the following items with your application. Applicants who do not submit the required items timely may not be considered for this job:

- State Examination/Employment Application STD Form 678 (when not applying electronically), or the Electronic State Employment Application through your Applicant Account at [www.jobs.ca.gov](http://www.jobs.ca.gov). All Experience and Education relating to the Minimum Qualifications listed on the Classification Specification should be included to demonstrate how you meet the Minimum Qualifications for the position.

- Statement of Qualifications

**Provide a short writing sample (one or two pages) and a long writing sample (five or more pages).**

- Resume is required and must be included.

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

## **Desirable Qualifications**

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Ability to communicate in a clear, concise manner
- Ability to follow directions and ask questions when needed
- Demonstrated ability to proactively and independently take action, with open-mindedness, flexibility and tact
- Record of reliable attendance, dependability and timeliness

Special requirements:

- Possess a high level of personal integrity and mature judgment
- Self-motivated and willing to work independently
- Desire to take on increasing responsibility and learn new things
- Be flexible and adapt to changes in priorities

## **Benefits**

Benefits information may be obtained by going to the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov) and to the California Public Employees' Retirement System website for Health Benefits at [www.calpers.ca.gov](http://www.calpers.ca.gov).

## **Contact Information**

The Human Resources Contact is available to answer questions regarding the application process. The Hiring Unit Contact is available to answer questions regarding the position.

**Department Website:** <https://www.wildlife.ca.gov>

### **Human Resources Contact:**

Elena Cano

(916) 651-7372

[elena.cano@wildlife.ca.gov](mailto:elena.cano@wildlife.ca.gov)

**Hiring Unit Contact:**

Sherrie Fonbuena  
(916) 654-9866

Please direct requests for Reasonable Accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding Reasonable Accommodations or Equal Employment Opportunity for this position(s) to the Department's EEO Office.

**EEO Contact:**

EEO OFFICE  
(916) 653-9089  
EEO@wildlife.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

**Filing Instructions**

PLEASE SUBMIT APPLICATIONS TO THE ATTENTION OF ELENA CANO.

**No applications will be accepted by e-mail.**

Indicate **Senior Environmental Scientist (Specialist) - 565-011-0765-002 & RPA# FGC 17-004** on your application.

To be considered for this vacancy you must have transfer eligibility based on present or past state civil service eligibility, or passed the CalHR exam for this classification. **If you have SROA/Surplus status, please indicate by either attaching your surplus letter or notating it on line 12 of your application.**

**We recommend applications are sent certified mail as we are unable to verify receipt.**

**Equal Opportunity Employer**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

Job posting: <https://jobs.ca.gov/CalHrPublic/Jobs/JobPosting.aspx?JobControlId=97669>

**California Fish and Game Commission**  
**Staff Report on Staff Time Allocation and Activities**  
*January 30, 2018*

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 is important. 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 during December 2017 and January 2018.

The general allocation table summarizes time 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. While new staff are being trained, you can expect to see an increase in administrative time due to on-the-job training.

**General Allocation**

<b>Task Category</b>	<b>December Staff Time</b>	<b>January Staff Time</b>
Regulatory Program	14%	12%
Commission/Committee Meetings	21%	19%
Legal Matters	5%	5%
External Affairs	5%	3%
Special Projects	7%	6%
Administration	24%	24%
Leave Time	14%	14%
Unfilled Positions	16%	21%
Total Staff Time <sup>1</sup>	105%	104%

<sup>1</sup> Total staff time is greater than 100% due to overtime

**Activities for December 2017**

- Began onboarding process and training for new program manager
- Received, reviewed and scored applications for the staff services analyst position
- Finished preparations for and conducted two publicly-noticed meetings (December 5 Coastal Fishing Communities and December 6-7 Fish and Game Commission)
- Begin preparations for one publicly-noticed meeting (January 11 Wildlife Resources Committee)
- Began preparations for annual tribal planning meeting



- Participated in a meeting of a sustainable mariculture working group formed of agency members, legislative aids, and industry members to enhance aquaculture in California
- Participated in the California Natural Resources Agency Coastal Leadership Team meeting
- Participated on the interview panel for the California Department of Fish and Wildlife (DFW) Regulations Unit Manager
- Participated in DFW administrative and operations committee meetings
- Hosted joint meeting between Commission and DFW Regulations Unit staff
- Participated in DFW Marine Life Management Act planning team meeting

### **Activities for January 2018**

- Began preparations for two publicly-noticed meetings (February 6 Tribal Committee and February 7-8 Fish and Game Commission)
- Continued preparations for annual tribal planning meeting
- Began preparations for FGC strategic planning efforts and kickoff meeting on February 22, 2018
- Conducted interviews for the staff services analyst position and hired chosen candidate
- Continued onboarding new program manager
- Began onboarding process for new staff services analyst
- Prepared documentation and obtained authorization to publish vacancy ad for wildlife advisor position
- Completed and submitted contracts for approval for 2018 Sea Grant State Fellow, 2018-2020 webcasting and audio/video production, and Office of Administrative Law training
- Participated in week-long laws, policies and techniques training for supervisors
- Participated in MPA Statewide Leadership Team meeting
- Attended California Rangeland Conservation Coalition's 2018 Rangeland Summit
- Reviewed and provided input on the 2018 freshwater and saltwater fishing regulation booklets and the 2018 big game digest

### **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, 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***

- Seasonal Clerk
- Staff Services Analyst (through January 28)
- Legal/Regulatory Clerk
- Sea Grant State Fellow (starting late March 2018)