

STAFF SUMMARY FOR JUNE 10-11, 2015

15A. OTHER ITEMS – STAFF REPORT**Today's Item****Information** **Action**

Receive an update on staffing and staff's time allocation for May 2015.

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

In an effort to help keep the Commission current on its staffing and where staff is expending its time, staff has developed a report that shows the allocation of time in general categories for the previous month, as well as highlights some of the specific activities for the previous and current months (see Exhibit A1).

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

A1. *Staff Report on Staff Time Allocation – May 2015*

Motion/Direction

Staff would appreciate feedback on the usefulness of this information and the format/content.

California Fish and Game Commission

Staff Report on Staff Time Allocation – May 2015

June 1, 2015

Staff time is a tangible and invaluable asset. This report identifies where Commission staff allocated working time to general categories during the month of May 2015 (see table); note that the total percentage of staff time is greater than 100% as a result of overtime. This report also highlights some of the specific activities for May and those that are anticipated for June.

General Allocation

Category*	May Staff Time Expended
Regulatory Program	11%
Commission Meetings	16%
Legal Matters	3%
External Affairs	5%
Special Projects	2%
Administration	13%
Leave Time	31%
Unfilled Positions	22%
Total Staff Time	103%

Note: Total staff time is greater than 100% due to overtime

Activity Highlights

Highlights for activities conducted in May:

- Prepared for and conducted the May Wildlife Resources Committee meeting
- Collaborated in hosting Heal the Bay's Pier and Jetty Summit
- Participated in the marine protected areas statewide leadership team meeting
- Participated in the California Ocean Protection Council/California Ocean Science Trust/California Department of Fish and Wildlife Marine Protected Areas Master Plan Team meeting
- Participated in the California Department of Fish and Wildlife Executive Leadership Team meeting
- Represented the commission at the California Department of Fish and Wildlife Upland Game and Big Game advisory team meetings
- Prepared for the June Commission and Tribal Committee meetings

Highlights of activities expected for June:

- Prepare for and conduct the June Commission and Tribal Committee meetings
- Prepare for the July Marine Resources Committee meeting
- Participate in the Marine Life Management Act Master Plan Team meeting
- Represent the Commission at the Governor's Tribal Liaisons meeting
- Prepare budget report for August meeting
- Participate in the marine protected areas statewide leadership team meeting
- Participate in the Native American Day planning committee meeting

*** General Allocation Categories with Sample Tasks**

Regulatory Program

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

Commission Meetings

- Develop and distribute meeting agendas and materials
- Track and respond to public requests/petitions
- Agenda and debrief meetings
- Prepare meeting summaries and audio files
- Develop and distribute after-meeting memos/letters
- Maintain voting records
- Make travel arrangements for staff and commissioners
- Conduct onsite meeting management
- Process submitted meeting materials
- Provide commissioner support
- 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
- Litigation

External Affairs

- Legislation
- DFW partnership
- State and federal agency collaboration

Special Projects

- Predator Policy Workgroup
- Fishing from piers and jetties
- Fisheries Bycatch Workgroup
- Streamlining routine regulatory actions

Administration

- Correspondence
- Purchases and payments
- Contract management
- Personnel management
- Strategic planning and staff coordination
- Budget development and tracking
- Health and safety oversight
- Internal processes, procedures and form
- Staff training and professional development

Leave Time

- Holidays
- Sick leave
- Vacation
- Absence without leave

Unfilled Positions

- Deputy executive director
- Staff attorney
- Wildlife Advisor
- Executive secretary