

STAFF SUMMARY FOR FEBRUARY 10-11, 2016

20. EXECUTIVE DIRECTOR AND DEPUTY EXECUTIVE DIRECTOR POSITIONS**Today's Item**Information Action

Discussion and update regarding executive director and deputy executive director positions.

Summary of Previous Actions

- Accepted previous executive director's resignation Dec 9-10, 2015; San Diego
- Granted Mike Yaun alternate signatory and supervisory authority Dec 9-10, 2015; San Diego

Background

As of Jan 1, 2016, FGC has a vacancy in its executive director (ED) position. Staff used the ED duty statement presented during executive session at the Dec FGC meeting (Exhibit 1) to prepare the job opportunity bulletin (Exhibit 2) now posted to the FGC website and the California State Jobs website (jobs.ca.gov). Staff has also summarized steps taken to date to recruit for the ED position (Exhibit 3) and makes recommendations for additional recruitment efforts.

The deputy executive director (DED) position is also expected to be vacant in the coming weeks. Staff has prepared a proposed duty statement for the DED position (Exhibit 4).

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

Discuss what responsibilities and roles FGC envisions these two positions fulfilling and how FGC would like to fill the positions.

Exhibits

1. [ED duty statement \(see Exhibit 19C.1\)](#)
2. [ED job opportunity bulletin \(see Exhibit 19C.2\)](#)
3. [Summary of efforts to fill the ED position \(see Exhibit 19C.3\)](#)
4. [DED duty statement \(see Exhibit 19C.4\)](#)

Motion/Direction

Provide direction to staff regarding ED and DED recruitment efforts.

DUTY STATEMENT

EXECUTIVE DIRECTOR FISH AND GAME COMMISSION 565-001-0771-401

Under general direction of the Fish and Game Commission, the Executive Director oversees the administration of a critical statewide regulatory program, maintains close contact with legislators, makes operational decisions on budget, personnel, and program management, represents the Commission and performs the following duties.

<u>Percent</u>	<u>Activity</u>
25	Oversees and directs the items that appear on the Commission meeting agenda and coordinates the development of background information on agenda items. Advises the Commission regarding these issues. Briefs the audience on agenda items at the Commission's meetings, facilitates the meetings and assures compliance with the provisions of the Administrative Procedure Act. Conducts public hearings as directed by the Commission. Disseminates information concerning actions of the Commission. Certifies Commission orders and rulemaking files with the Office of Administrative Law for inclusion in the California Code of Regulations.
20	Manages and resolves a wide variety of complex issues, many of which are of a sensitive and controversial nature and which may have legal implications. Represents the Commission in negotiations on issues within its jurisdiction.
15	Maintains liaison with members of the Legislature and legislative committees, the Resources Agency, other boards and commissions, the public, conservation groups, Department administrators, county boards of supervisors and allied agencies, both state and federal. Speaks to a variety of groups on Commission affairs.
10	Responsible for researching and developing for Commission ratification, general policies for the conduct of the Department. Provides interpretation of those policies and ensures compliance.
10	Responsible for legislative proposals and amendments, and being aware of new or proposed legislation that impact the powers, duties and responsibilities of the Commission, and state fish and wildlife conservation activities. Maintains a comprehensive working knowledge of Department programs and operations.

- 7 Schedules and assists in conducting quasi-judicial license and permit revocation and appeal proceedings and provides legal notification to individuals involved. Provides certified copies of such actions to appropriate entities as requested.
- 5 Investigates and reports to the Commission members on complaints received relating to Commission rules, regulations or policies and recommends appropriate corrective action. Keeps apprised of statewide resource issues and promotes discussions with the Commission members.
- 5 Advises the Commission, the Department and the Attorney General's Office regarding the provisions of the Fish and Game Code and related statutes. Schedules matters which require specific action by the Commission. Takes independent action, as required, to implement Fish and Game Code provisions.
- 3 Prepares and administers the Commission's annual budget.



The California Fish and Game Commission
INVITES APPLICATIONS FOR
EXECUTIVE DIRECTOR
FISH AND GAME COMMISSION
EXEMPT APPOINTMENT
SACRAMENTO, CALIFORNIA

MONTHLY SALARY: \$9,634.00 - \$10,734.00

FINAL FILING DATE: Until Filled

The California Fish and Game Commission (Commission) is looking for a talented and exceptional Executive Director to take the helm of a high performing team to support and carry out the mission of the Commission. The position involves extensive travel throughout one of the most beautiful states in the union while working with a diverse, growing and exciting population of citizens.

FISH AND GAME COMMISSION: Established in 1870, the Commission is composed of five members, appointed by the Governor and confirmed by the Senate. The Commission has a small staff, including the Executive Director, Deputy Executive Director, a Program Manager, and administrative and analytical support personnel. The Commission conducts public meetings throughout the State to promulgate regulations for sport fishing and hunting, many commercial fisheries, threatened and endangered species, wildlife areas and ecological reserves; set policy for the Department of Fish and Wildlife; and accept mitigation lands on behalf of the State.

POSITION DESCRIPTION: The Executive Director is the executive officer for the Commission. Appointment to and service in the position is at the pleasure of the Commission.

The Executive Director oversees the administration of a critical statewide regulatory program; under the direction of the Commission sets meeting agendas; schedules and assists in conducting quasi-judicial license and permit hearings; maintains close contact with and briefs legislators; makes operational decisions on budget, personnel, and program management; represents the Commission in negotiations on issues within its jurisdiction; and is accountable for the overall operations of the Commission.

DESIRABLE QUALIFICATIONS: College degree in a natural resources field; executive management experience, especially past success in working with a board or commission; familiarity with California government operations and processes, including legislation, promulgation of regulations, budgeting, administration and personnel; ability to establish and maintain cooperative working relationships with representatives of all levels of government, the public, and special interest groups; and public speaking experience.

SPECIAL PERSONAL CHARACTERISTICS: A thorough commitment to the Commission's mission and vision, strong leadership skills to motivate others to define and solve problems, excellent oral and written communication skills, the highest level of integrity as well as tact and discretion, ability to work well on a small team, a judicial temperament, ability to thrive in a timeline-driven environment, dependable, and self-motivated.

APPLICATION INFORMATION: Interested persons should submit the following: A standard State Application Form (STD 678) (<https://jobs.ca.gov/Profile/StateApplication>) with original signature; a one-page Statement of Qualifications describing how his or her experience and education satisfy the desired qualifications; a current resume; and two letters of professional recommendation. If you have any questions, please contact Sherrie Fonbuena in the Commission office at (916) 653-4899. Please send your application and related information to the following address:

CALIFORNIA FISH AND GAME COMMISSION
ATTN: SHERRIE FONBUENA
1416 NINTH STREET, ROOM 1320
SACRAMENTO, CA 95814

"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."

California Fish and Game Commission

Efforts to Recruit an Executive Director in 2016

At the direction of the California Fish and Game Commission (Commission) in December 2015, Commission staff began the recruitment process for a new executive director. This document summarizes efforts to date and makes recommendations for next steps.

Actions to Date

1. Obtained necessary documentation for Legal Counsel Michael Yaun to have signature authority in the absence of an executive director.
2. Submitted a request for personnel action to the California Department of Fish and Wildlife, which handles personnel administration for the Commission.
3. Developed a job flyer based on the approved executive director duty statement.
4. Posted the job flyer/announcement to the Commission website and California State Jobs website.
5. Mailed to all California state government agencies, boards, commissions and conservancies the job flyer and duty statement with a cover memo requesting assistance in posting both.
6. Submitted the job flyer to the Association of Fish and Wildlife Agencies (AFWA) requesting that the flyer be posted to its website (see careers page at www.fishwildlife.org).
7. Submitted the job flyer to the Western Association of Fish and Wildlife Agencies (WAFWA) requesting that the flyer be posted to its website (www.wafwa.org/about_us/employment).

Additional Recommended Recruitment Efforts

Staff recommends the Commission consider the following additional efforts at recruitment:

1. Contact key constituency organizations and individuals to request recruitment assistance.
2. Engage Commission members in actively contacting and recruiting potential applicants.
3. Advertise the position in Capitol Weekly.
4. Contact fish and wildlife publications for potential coverage of the opportunity or ad placement (i.e., California Fish and Game, National Wildlife Magazine, The Wildlife Professional, Bay Nature Magazine, Wildfowl, Field & Stream, Outdoor Life, High Country News).
5. Contract with an executive recruiting service, if feasible.
6. Post online with job listing sites and professional networking sites.

DUTY STATEMENT

DFW 242A (REV. 03/19/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242		EFFECTIVE DATE: December 1, 2015
CDFW DIVISION/BRANCH/REGION/OFFICE Fish and Game Commission	POSITION NUMBER (Agency-Unit-Class-Serial) 565-001-7500-001	
UNIT NAME AND LOCATION Fish and Game Commission - Sacramento	CLASS TITLE Career Executive Assignment (CEA) A	
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)	
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS The CEA serves as a member of the Fish and Game Commission Executive Leadership Team, working with and on behalf of the Executive Director, and acting in his/her absence. The CEA identifies and directs formulation and development of statewide policies; oversees and directs consistent application and implementation of those policies; and ensures policies are consistent with and support the Commission's mission and goals through collaboration with the Department of Fish and Wildlife (DFW) and Natural Resources Agency. Advises the Executive Director and members of the Commission on matters relating to issue resolution; delivers reports and makes presentations to DFW's Executive Leadership Team, and members of the Commission. Manages the statewide regulatory program, conducts strategic planning, manages media relations and public outreach, and supervises Commission staff.		

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST.
20%	<u>ESSENTIAL FUNCTIONS</u> <i>Policy Development and Advice.</i> Independently and in collaboration with the Executive Director, makes policy decisions on legislative matters and political strategies. Identifies and develops policies on complex resource management issues within the Commission's statutory authority, makes recommendations on policy decisions before the Commission, and reviews and makes recommendations for changes to existing policies. Advises the Executive Director, Commission, DFW's Executive Leadership Team, Natural Resources Agency, and Governor's Office on policy issues concerning fish and wildlife resources.
20%	<i>Intergovernmental Affairs.</i> Represents and independently makes recommendations on behalf of the Executive Director and Commission in a variety of local, state and national settings, including before legislative committees, the DFW Leadership Team and the Ocean Protection Council, and in high-level task forces. Conducts meetings and work sessions with the highest level executive officers within DFW, Natural Resources Agency, other government agencies, and the California State Legislature. Assists the Executive Director in establishing and maintaining cooperative relations with tribes and tribal communities concerned with the conservation of fish and wildlife resources. Works closely with other government agencies to identify opportunities for collaboration on resource conservation and recreational opportunities. Gathers information from DFW, other government agencies, tribes, and stakeholders, and integrates all information to provide Commissioners with recommendations and advice on natural resource policy and regulatory decisions.
20%	<i>Public Affairs.</i> Establishes and maintains cooperative working relationships with constituents concerned with fish and wildlife resources. Works with constituents in collaboration with senior DFW, legislative and Natural Resources Agency staff to help resolve complex policy issues with substantial economic or political ramifications and that significantly affect fish and wildlife resources. Acts as the Commission's ombudsman to

DUTY STATEMENT

	constituent organizations, hearing and helping settle their concerns and reporting outcomes to the Executive Director and Commission. Represents the Commission in a variety of public settings and in meetings and events with constituent organizations. Manages public communication, education and outreach efforts, and interacts with the media.
15%	Regulatory Program. Oversees the Commission's statewide regulatory program, providing policy direction in creating, modifying and implementing regulations, as well as ensuring California Environmental Quality Act compliance. Effectively coordinates with DFW leadership, government agencies, tribes and stakeholders in identifying potential regulation changes to resolve complex fish and wildlife policy issues. Advises the Executive Director and Commission on policy issues related to the statewide regulatory program.
15%	Strategic Planning. Conducts planning, coordination and implementation of annual Commission programmatic work plan; integrates the programmatic work plan into annual strategic plan tracking and measurement; reviews and makes recommendations for changes to Commission policies in support of the Commission's strategic plan; and reviews and makes recommendations for changes to the strategic plan.
10%	Administration and Personnel. Supervises and directs the work of multidisciplinary professional and administrative staff; analyzes administrative policies, organization and practices to attain common goals; oversees operational processes to promote staff development and retention; and ensures administrative consistency with state policies and regulations, including equal employment opportunity and preventing discrimination and harassment.
	INDICATE THE KNOWLEDGE AND ABILITIES NECESSARY FOR THIS POSITION
	See the minimum qualifications, including knowledge and abilities, for this class at www.calhr.ca.gov/state-hr-professionals/pages/7500.aspx .
	INDICATE THE DESIRABLE QUALIFICATIONS FOR THE POSITION
	<ul style="list-style-type: none"> • Experience in managing programs and interdisciplinary professional staff • Experience in formulating policies and strategies for complex programs and succinctly explaining the ramifications of recommended actions • Experience in public administration, personnel management, leadership and supervision • Experience in researching, analyzing and presenting information about complex and contentious issues in a clear, concise and logical fashion, both orally and in writing • Experience in developing and maintaining cooperative working relationships with local, state, federal and tribal government agencies, the legislature, the Governor's Office, industry, non-governmental organizations and the public • Experience in proactively and independently taking action, with open-mindedness, flexibility and tact involving sensitive matters and relations • Experience in strategic thinking and planning, setting and attaining goals, and promoting the vision and mission of an organization • Familiarity with California Fish and Game Code, Title 14 of the California Code of Regulations, the Administrative Procedure Act, and the Bagley-Keene Open Meeting Act • Basic understanding of natural resource management issues and trends

DUTY STATEMENT

	<p><i>Special Personal Characteristics</i></p> <ul style="list-style-type: none"> • Possess a high level of personal integrity and mature judgment • Be self-motivated and willing to work independently • Understand and value inclusive and transparent decision-making • Be flexible, resourceful and adapt to changing priorities • Desire to take on increasing responsibility and learn new things <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> • Possess excellent oral and written communication skills to interact professionally and courteously with Commissioners, elected officials, the media, staff and the public • Develop and maintain cooperative and respectful working relationships with a diversity of individuals, organizations and other government agencies • Possess willingness to work in a team environment, courteously assist other staff, and ask for help 	
<p>INDICATE THE WORKING CONDITIONS FOR THIS POSITION</p>		
	<ul style="list-style-type: none"> • Private office in a smoke-free environment, equipped with a desk, telephone, and computer, as well as nearby printer, copier, scanner and fax • Professional office environment where appropriate business attire is required • Flexible, irregular work hours, including evenings and weekends as needed • Frequent travel throughout California, up to 20% of time • Use of a smart phone, computer, related software applications, and the Internet 	
<p>SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.</p>		
<p>PRINT SUPERVISOR'S NAME</p>	<p>SUPERVISOR'S SIGNATURE</p>	<p>DATE</p>
<p>EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.</p> <p>I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.</p>		
<p>PRINT EMPLOYEE'S NAME</p>	<p>EMPLOYEE'S SIGNATURE</p>	<p>DATE</p>