

JOB DESCRIPTION AND POSITION CLASSIFICATION

CDBP 525 (3-PAGE) (REV. 05/09)

CLASSIFICATION Program Manager 1, California Bay Delta Authority		POSITION NUMBER 534-003-0783-391	MCR 1	RPA # 10-008 RA
APPOINTEE		EFFECTIVE DATE	DIVISION/SECTION Strategic Planning	
COLLECTIVE BARGAINING IDENTIFIER Management Related BU: <input checked="" type="checkbox"/> Supervisory Related BU: <input type="checkbox"/> Confidential Related BU: <input type="checkbox"/> Rank and File BU: R10				
RESPONSIBILITIES EXERCISED <input type="checkbox"/> Supervisory <input type="checkbox"/> Lead Person		IMMEDIATE SUPERVISOR (Print) Terry Macaulay	SUPERVISOR'S CLASSIFICATION Acting Deputy Director	
APPROVED BY (Personnel Analyst's Name) Lynn Borja			DATE 12-18-09	
ALL EMPLOYEES ARE EXPECTED TO WORK COOPERATIVELY WITH OTHERS; MAINTAIN REGULAR, CONSISTENT, PREDICTABLE ATTENDANCE; POSSESS INTEGRITY, INITIATIVE, DEPENDABILITY, AND GOOD JUDGMENT.				
POSITION SUMMARY				
Briefly (1-3 sentences) describe the main purpose and function of the position, including the organizational setting: Under the general direction of the Acting Deputy Director, Strategic Planning, the incumbent will perform tasks to assure that implementing agencies' projects meet the objectives and policies of the Bay-Delta Program. The incumbent will also assist in program planning for the Delta Conservancy.				
DESCRIPTION OF DUTIES				
Percent of Time (E) and (M)	Indicate the duties of the position and the percentage of time spent on each. Group related tasks under the same percentage. Percentages should be in increments of 5% with the highest percentage first. Identify essential functions with an (E) and marginal functions with an (M) in the percentage column. "Other duties as required" cannot be used as a task statement.			
30%	Takes the lead in monitoring State, federal, and local agencies, and other entities carrying out Bay-Delta Program implementation projects; assures that projects incorporate the Bay-Delta Program's environmental policies and goals by reviewing environmental documentation, meeting with project proponents, and advising executive staff of any issues or problems. Provides guidance and direction to staff on project development processes. Monitors on an on-going basis environmental regulatory compliance and environmental compliance requirements of the Record of Decision (ROD) by participating in appropriate interagency working groups, communicating effectively with participating agencies, and developing professional working relationships with counterparts in CALFED agencies; at direction of Acting Deputy Director, reports to executive staff regarding the status of regulatory compliance either in writing or verbally. Facilitate meetings, briefings, develop reports, makes recommendations to improve agencies' projects to better meet the Bay-Delta Program goals and policies The expected outcome is for incumbent to present to executive staff, in the form that best meets management's needs, a clear and concise overview of how the Bay-Delta Program is being implemented by its member agencies, thereby giving decision makers information upon which they can make their decisions.			
25%	Communicates with a broad array of State, federal, and public/private interest groups to ensure understanding and consensus on various long-and short-term projects. Using established or new databases, meetings with agency representatives, tracks, modifies, as necessary, and coordinates the modification of timelines and activities deemed necessary by the Bay-Delta Program including, but not limited to programs and projects associated with the Bay-Delta Conservation Plan (BDCP), the forthcoming Delta Plan, and the Delta Protection Commission's resources management plan. By reviewing Agency documents, assures that environmental resources are considered and incorporated into implementing agencies' projects in accordance with the Bay-Delta Program's Record of Decision (ROD) for the Programmatic Environmental Impact Statement/Environmental Impact Report and State and federal laws, regulations, and policies. Given the sensitive and complex nature of these communications, works with Acting Deputy Director to formulate reasonable timelines for each component task. The expected outcome is for the incumbent to have and communicate effectively the status of these efforts, which may take the form of written or verbal reports at the discretion of executive staff. The consequences of not developing and maintaining this information is the likelihood of missed opportunities for collaborative or coordinated projects, which could increase costs of particular actions.			
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.				
SUPERVISOR'S NAME (Print) Terry Macaulay		SUPERVISOR'S SIGNATURE ➤		DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT.				
EMPLOYEE'S NAME (Print)		EMPLOYEE'S SIGNATURE ➤		DATE

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20%	Serves as the lead in the development of special projects for the Delta Conservancy to support and advance the two co-equal goals of water supply reliability and protecting, restoring, and enhancing the Delta ecosystem. This includes, but is not limited to: 1) advising and working with consultants and agencies' staff in developing the Delta Conservancy Strategic Plan, and 2) advising executive staff, the Delta Conservancy Board, the Delta Stewardship Council, public advisory committees or subcommittees of trends and issues related to the Delta ecosystem and water supply reliability. The first Delta Conservancy Strategic Plan is due two years after an executive officer is appointed and will establish the priorities and criteria for projects and programs, based upon an assessment of program requirements, institutional capabilities and funding needs throughout the Delta. The Delta Conservancy Strategic Plan shall be a consistent with the Delta Plan and other plans in order to fulfill the Delta Conservancy's statutory requirements. The incumbent will use their knowledge of ecosystem restoration issues and methods to write technical and policy sections of the Strategic Plan. Working with the Acting Deputy Director, incumbent uses Microsoft Project software to monitor and track specific tasks in accomplishing projects identified in the Strategic Plan and reports back to executive staff at regular intervals. These special projects are important to the successful support and achievement of the co-equal goals.			
15%	Prepares guidance and assistance to agencies carrying out projects in the Bay-Delta Program Plans and forthcoming Delta Conservancy Strategic Plan; prepares written reports, correspondence, and other documents necessary to support and advance the two co-equal goals of water supply reliability and protecting, restoring, and enhancing the Delta ecosystem. Attends meetings and provides information to public agencies, stakeholders, and the public. Working with the Acting Deputy Director, incumbent meets with high-level contacts at agencies to discuss implementation approaches and uses existing software to prepare the guidance and specified documents on timeframes appropriate to each particular outcome. Expected outcomes are written reports, correspondence, Congressional or Legislative testimony, and meeting summaries, as necessary. The guidance and assistance to agencies and written documentation are integral to a collaborative and cooperative process by which the ecosystem restoration work in the Delta may be completed, and is important in providing decision makers with information necessary to their decision making processes. The consequences of not developing and maintaining this information is the likelihood of missed opportunities for collaborative or coordinated projects, which could increase costs of particular actions.			

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10%	<p>Oversees and manages the development and negotiation of existing and new federal grants and contracts in support of the Bay-Delta Program. Monitors grant and contract fund use, progress on deliverables, and prepares quarterly progress reports using the CALFED project tracking software. Incumbent works independently with contracting and budgeting staff to develop contracts for scientific and policy services related to preparing the Delta Conservancy Strategic Plan, and, under direction of the Acting Deputy Director, other programs of the Delta Conservancy. The expected outcome of this task is executable contracts and an accurate and complete record of contract management; consequences of not completing this task range from insufficient scientific and policy expertise to complete the Strategic Plan to inaccurate or incomplete contract records to not securing necessary work needed to meet the Delta Conservancy's statutory obligations.</p> <p>Knowledge, Skills, and Abilities</p> <ul style="list-style-type: none"> --Comprehensive knowledge of Delta programs, policies, and issues. --Comprehensive knowledge of environmental regulatory requirements such as National Environmental Policy Act, California Environmental Quality Act, and both the federal and state Endangered Species Act. --Knowledge of emerging communication technology, such as web-based meetings or webcasting. --Ability to develop and maintain suitable relationships with state, federal, and local agencies and non-governmental organizations. --Ability to effectively lead, direct, integrate, and coordinate activities at the highest appropriate levels. --Ability to analyze complex problems, and develop and recommend effective courses of action. --Excellent written and oral communication skills. --Demonstrated ability to facilitate work groups to reach common goals. --Demonstrated ability to use software such as MicrosoftProject, MS Word, MS Excel. <p>Supervision Received</p> <p>The incumbent works under general direction from the Acting Deputy Director. The incumbent works independently with minimal review of work products.</p> <p>Supervision Exercised</p> <p>Incumbent has no direct reports, but may serve as lead staff in a matrix environment or with staff from implementing agencies on a project basis.</p> <p>Conflict of Interest</p> <p>Position is subject to financial disclosure; required to fill Statement of Economic Interests (Form 700).</p>		