



STAFF SUMMARY FOR APRIL 18-19, 2018

still be used, but will add a day or two to delivery. Staff has updated FGC letterhead, the FGC website, and other relevant materials.

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

**Recommendation (N/A)**

**Exhibits**

1. [FGC seasonal clerk job opportunity bulletin ad](#)
2. [Staff Report on Time Allocation and Activities, dated Apr 6, 2018](#)

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

## Seasonal Clerk Job Bulletin

**Position:** Seasonal Clerk

**Position #** 565-001-1120-xxx

**Program:** Fish and Game Commission

**Location:** Sacramento, Sacramento County

**Salary Range:** \$10.92 - \$12.32 per hour

**Hours:** Part time, 120 hrs/month (seasonal to year-round)

**Application Deadline:** TBD

### Minimum Qualifications:

- The ability to read and write English and to do simple arithmetic computations.

### Desired Qualifications:

- Experience working in a professional office environment
- Dependable, with excellent attendance history
- Excellent computer and software skills (especially Microsoft Word, Microsoft Excel, Adobe Pro, and Microsoft Outlook)
- Ability to analyze and take effective action on issues, including knowing when to elevate an issue to the supervisor
- **Special Personal Characteristics**
- Possess a high level of personal integrity and mature judgment, with the ability to handle matters with discretion, tact and diplomacy
- Be self-motivated and willing to work independently, as well as in a team environment
- Able to readily integrate changes midstream into work processes and openness to new procedures and technology.
- Desire to take on increasing responsibility and learn new things
- **Interpersonal Skills**
- Possess effective oral and written communication skills to interact professionally and courteously with staff and the public
- Develop and maintain cooperative and respectful working relationships with a diversity of individuals
- Possess willingness to work in a team environment, courteously assist other staff, and ask for help

### Duties:

- **Clerical.** Answer and screen phone calls on a multi-line phone system, referring callers to the appropriate staff; take detailed phone messages and forward to the appropriate staff via email; greet visitors at the reception area, directing them to the appropriate staff member or office; monitor the reception area to ensure that all security policies are strictly enforced; edit, format and mail form letters and memos as directed; open, date stamp, scan, log and distribute incoming print mail to staff; assist staff with sending outgoing mail; update contact lists; assist other staff with filing, photocopying and scanning as directed.
- **Meetings.** Assist with identifying and reserving meeting locations; assist with compiling meeting agendas and materials; monitor commission meetings and take general notes; scan materials received at meetings and post to an internal server.
- **Webpage.** Under direction of the webmaster, prepare and post PDF files to commission webpages.

- **Administration.** Adhere to policies and procedures; submit administrative requests such as leave and training in a timely fashion; participate in staff meetings; accurately track work time and timely complete and submit timesheets.
- Priority consideration will be given to any person receiving state public assistance under the CalWORKS program.
- Applicants who receive state public assistance need to identify their status as a CalWORKS recipient in the comments area on the application.
- Applicants must submit a verification of their CalWORKS eligibility status, which may include the most recent Notice of Action showing TANF eligibility or a copy of your last aid check stub. If verification is not submitted with the application, the application will not be processed. (Applicants may obtain verification from the CalWORKS program).

**“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.”**

DRAFT

**California Fish and Game Commission**  
**Staff Report on Staff Time Allocation and Activities**  
*April 6, 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 February and March 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. Currently, 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>February Staff Time</b>	<b>March Staff Time</b>
Regulatory Program	11%	15%
Commission/Committee Meetings	22%	7%
Legal Matters	6%	6%
External Affairs	4%	4%
Special Projects	7%	10%
Administration	26%	34%
Leave Time	10%	10%
Unfilled Positions	18%	20%
Total Staff Time <sup>1</sup>	103%	105%

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

**Activities for February 2018**

- Finished preparations for and conducted three publicly-noticed meetings (February 6 Tribal Committee, February 7-8 Fish and Game Commission, and February 22 Commission Strategic Planning)
- Begin preparations for one publicly-noticed meeting (March 6 Wildlife Resources Committee)
- Finished preparations for and conducted annual tribal planning meeting
- Continued onboarding process and training for new program manager
- Received, reviewed and scored applications for the wildlife advisor vacancy
- Participated in advisory group for California 4<sup>th</sup> Climate Change Assessment

- Participated in the National Oceanic and Atmosphere Administration's Bureau of Ocean Energy Management conference call
- Hosted joint meeting between Commission and DFW Regulations Unit staff
- Participated in DFW Operations Committee meeting
- Participated in DFW Marine Life Management Act planning team meeting
- Completed three-day regulatory training conducted by the Office of Administrative Law
- Completed training for Reflections on Leadership
- Participated in Interagency Harmful Algal Blooms (HAB) Task Force meeting
- Participated in the Hunting and Conservation Coalition meeting

### **Activities for March 2018**

- Began preparations for two publicly-noticed meetings (April 12 FGC teleconference and April 18-19 Fish and Game Commission)
- Continued onboarding new program manager
- Continued onboarding and training process for new staff services analyst
- Began onboarding process for new Sea Grant State Fellow
- Reviewed applications and conducted first round of interviews for wildlife advisor position
- Conducted annual staff reviews
- Participated in week-long leadership and best practices training for supervisors
- Participated in two-day Interagency HABs Task Force workshop
- Completed three-day regulatory training conducted by the Office of Administrative Law
- Participated in Joint Committee on Fisheries and Aquaculture's annual fisheries forum
- Participated in the DFW Regulations Unit Quarterly Coordination meeting
- Participated in DFW's Joint Leadership Team meeting
- Participated in the quarterly MPA Milestones meeting
- Reviewed and provided input on the annual fishing and hunting digests

### **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> |
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#### ***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> <li>• Review and develop policies</li> </ul> |
|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|

- 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
- Wildlife Advisor
- Legal/Regulatory Clerk

- Sea Grant State Fellow (through March 23)