

STAFF SUMMARY FOR JUNE 20-21, 2018

6A. EXECUTIVE DIRECTOR'S REPORT – STAFF REPORT**Today's Item**Information Action

Receive the staff report, including staffing update and staff time allocations.

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

Staffing update: Hiring of wildlife advisor; continued onboarding and training of newer staff members; seasonal clerk recruitment advances; regulatory analyst vacancy.

- After a significant recruitment, we are pleased to welcome Ari Cornman as our new wildlife advisor. Ari brings a wealth of experience, most recently as a senior wildlife biologist for the Little Band of Ottawa Indians in Manistee, Michigan. Prior to Michigan, he was a biologist for many years with the US Fish and Wildlife Service with a diverse background in field work and policy development. Since starting work here on May 30, Ari is quickly becoming familiar with FGC processes, work products, and subject-matter.
- Staff held multiple interviews for the seasonal clerk position and extended an offer to Antoinette Bottoms-Perez. Antoinette's extensive administrative and customer service background, and her positive and warm personality, will make a positive impact on FGC operations. Her first day was Jun 7.
- Regrettably, one of our regulatory analysts, Rick Pimentel, has accepted a position with another state agency. His last day with FGC is Jun 19. He is a productive and valuable staff member and will be missed. Staff has completed the recruitment package for the associate governmental program analyst position, with applications due Jun 28, 2018.
- Recent legislation has created the need to amend Title 14 with new Fish and Game Code citations; as this project will generate significant workload, a retired annuitant with a legal or regulatory background is needed to provide project support. Management has been focused on completing onboarding for our three most recent recruits, and hiring for the wildlife advisor and seasonal clerk positions. In the meantime, FGC staff is addressing updates to Title 14 on a regulation-by-regulation basis with individual rulemaking files.

Staff time allocations: In order to illustrate where commission staff spends its time, Exhibit 1 highlights the significant categories for the previous two months. As expected, *Commission Meetings* made up a full quarter of staff time in Apr, while this number was only 10% in May. We continue to see a higher than normal allocation to *Administration and Leave*, which is largely due to training new staff and mandatory leave for individuals to reduce excessive leave balances. As we reach full staffing levels and new staff is trained, we expect to see a drop in *Administration*, though higher levels of *Leave* will continue for at least the next year.

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

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Exhibits

1. ["Staff Report on Time Allocation and Activities," dated Jun 7, 2018](#)

Motion/Direction (N/A)

California Fish and Game Commission

Staff Report on Staff Time Allocation and Activities

June 7, 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 2) and specific activities during April and May 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

Task Category	April Staff Time	May Staff Time
Regulatory Program	16%	16%
Commission/Committee Meetings	26%	10%
Legal Matters	6%	5%
External Affairs	6%	4%
Special Projects	10%	11%
Administration	22%	27%
Leave Time	5%	15%
Unfilled Positions	15%	15%
Total Staff Time ¹	106%	103%

¹ Total staff time is greater than 100% due to overtime

Activities for April 2018

- Completed recruitment for new Wildlife Advisor position
- Conducted two publicly-noticed meetings (April 12 FGC teleconference and April 18-19 Fish and Game Commission)
- Continued onboarding and training of staff services analyst
- Continued onboarding and training of Sea Grant Fellow
- Participated in Pacific Fishery Management Council delegation conference call
- Participated in Marine Protection Act Leadership Team
- Released solicitation, scored and interviewed applicants for new two-year contract for commission meeting video streaming and hosting service

- Participated in InterTribal Sinkyone Council Consultation meeting
- Participated in the Biodiveristy Action Plan meeting
- Participated in the MPA Statewide Leadership Team

Activities for May 2018

- Began training, orientation and onboarding process for new wildlife advisor
- Participated in DFW's executive leadership academy training
- Received, reviewed and scored applications for the seasonal clerk vacancy
- Participated in the MLMA CA Fisheries Portal meeting
- Prepared for the two coastal fishing communities meetings with local fisherman and stakeholders
- Participated in The Nature Conservancy and PFMC's Climate Shift Initiative Workshop in Portland, Oregon
- Participated in Ocean Protection Council's Coastal and Ocean Climate Action Team meeting
- Conducted joint meeting with CDFW on Aquaculture Best Management Practices
- Participated in hunting partner coalition meeting with CDFW

General Allocation Categories with Sample Tasks

Regulatory Program

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

Commission/Committee Meetings and Support

- Research and review practices and procedures for adaptive management
- Research and compile subject-specific information
- 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
- Legal/Regulatory Clerk