

**Delta Protection Commission Meeting
November 18, 2021**

AGENDA ITEM 10: Executive Director Recruitment and Hiring

Prepared by: Erik Vink

Presented by: Erik Vink

Requested Action: **Consider actions necessary for recruitment and hiring of Executive Director**

Type of Action: Action

Summary: I intend to leave my position and retire from state service by mid-2022. Chair Nottoli has asked Commissioner Bugsch to assist him in reviewing an initial plan for posting the job announcement for a new Executive Director, including making any revisions to the duty statement (see pages 2-4 of this staff report for the main components of my existing duty statement) and approving a plan to advertise the position. This is anticipated to occur in December 2021 to enable the position to be posted early in 2022.

Once there are applicants for the Commission to review, the Commission might consider appointing an ad hoc subcommittee to review applications and suggest candidates to interview with the full Commission. This is anticipated to occur in March 2022.

Assuming that the Commission approves the proposed 2022 meeting calendar that calls for an alternate meeting date of April 21, 2022, it is proposed that the Commission conduct closed session interviews with Executive Director candidates at that meeting. If a candidate is selected at the April 21 meeting, it will allow for a seamless transition (and perhaps even a slight overlap) before my separation from the Commission.

Requested Action: Authorize Chair Nottoli and Commissioner Bugsch to approve an initial plan for posting the job announcement, including making any revisions to the duty statement. Review the existing duty statement and propose any edits for Chair Nottoli and Commissioner Bugsch to incorporate into a revised duty statement.

Existing Executive Director Duty Statement:

POSITION DESCRIPTION:

Under policy direction from the Delta Protection Commission, the Executive Director plans, organizes, and directs the activities of the Commission required as directed by the Legislature and the Governor under the Delta Protection Act of 1992 (Public Resources Code Section 29760 et. seq.). The Executive Director serves at the pleasure of the Commission. The Commission is comprised of 15 members representing a five-county area, and several major cities and includes elected officials. The primary directive is the implementation of the Land Use and Resource Management Plan to assure compliance as intended by the Act. The goals of the Plan are to protect, maintain, enhance, and restore the overall quality of the Delta environment. This charge includes assuring the goals of the Plan for the Primary Zone and the monitoring of activities in the Secondary Zone are fulfilled.

ESSENTIAL JOB FUNCTIONS:

Item 1 - 35% time, Commission support

- Relate to the Commission in an open and professional manner by attending all Commission meetings and keeping members informed as to Commission activities. This includes working with the Commission and its committees to provide administrative, fiscal and program information to enable the Commission to perform its responsibilities and decision-making functions as set out in State law.
- Facilitate the work of the Commission and its committees by developing agendas, resource materials, providing appropriate information and reports, and assisting chairpersons as necessary. Ensure meetings are called and run in compliance with the Bagley-Keene Act and Roberts Rules of Order.
- Represent the Commission in a variety of arenas and venues related to the Delta, including formal representation on panels, committees, and boards.

Item 2, 35% time, Program development and implementation

- Program development and administration to assure compliance with the Act and consistency with the Goals and Policies of the Commission's Land Use and Resource Management Plan for the Primary Zone of the Delta (Management Plan), including mandates provided for in SBX7-1.
- Develop and encourage program management components to exemplify the Commission's role as a strong voice for those who live, work, and recreate in the Delta.

- Initiate and facilitate forums and venues for the discussion of topics and matters of relevance to the Commission and assure a voice for stakeholders of the Delta to be heard.
- Work closely with legal advisors to assure compliance with all legal requirements, including consistency with the goals and policies of the Management and Economic Sustainability Plans as provided for in the Act.
- Actively keep apprised of state and federal legislative matters, and engage in legislative processes as determined appropriate, including presentations to the Administration and before the Legislature, development of recommendations for Commission positions on legislation, and the development of concepts for legislation to support the Commission's programs.

Item 3, 30% time, Organization administration

- Administer a budget to assure support for successful and effective program administration, including the identification of supplementation funding sources and compliance with grant award requirements. Pursuant to legislative mandate, oversee the establishment of a Delta Investment Fund to support economic sustainability programs.
- Oversee activities of administrative, professional and consultant staff to efficiently support the role and responsibilities of the Commission.

DESIRABLE QUALIFICATIONS:

- Background in Delta agriculture, California water, land use planning and Delta flood issues, knowledge of Delta infrastructure issues, Delta habitat and recreation, and Delta economy.
- Ability to recognize the sensitivity of perspectives and issues, and the need to respect confidentiality.
- Understanding of, and willingness to, receive direction from the Commission and carry out assigned tasks in a timely manner.
- Self-driven, ability to work independently, and possession of strong organizational skills.
- Exemplary communication skills, both verbal and written.
- Supervisory skills that enhance and mentor a devoted and committed staff to support the Commission.
- Ability to work within a highly political arena.
- Managerial skills and ability to initiate develop and complete projects in a timely manner.

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- Understanding of government processes, particularly at the local and state level, including but not limited to those pertaining to budget administration, economic development, land use planning, and legislation.
- Understanding of legislative processes and related influences such as CEQA and NEPA.
- Strong organizational skills and the ability to multi-task under time constraints.