## Agricultural Program Supervisor III Essential Tasks

1       Plan, organize, and direct the work of an agricultural program.         2       Personally, perform the more difficult or sensitive work of assigned program and provide technical expertise as needed.         3       Prepare and review program related reports and data.         4       Ensure deadlines are met on all activities, projects, and reports; provide guidance when needed; and evaluate completed work.         5       Idesons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc         6       Adhere to and apply personnel policies, practices and procedures.         7       Perform and apply sound administrative and fiscal practices         8       Evaluate employee performance, provide feedback, and follow-up by completing meetings with employees in a timely manner.         9       Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.         10       Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.         11       Review and monitor revenue, expenditures including Budget Change Proposals.         13       Ensure contracts are completed in accordance with policy, tracked, and disencubered accurately and timely per contractual obligations.         14       Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc. <th>Task #</th> <th>Task Statement</th>	Task #	Task Statement
2       provide technical expertise as needed.         3       Prepare and review program related reports and data.         4       Ensure deadlines are met on all activities, projects, and reports; provide guidance when needed; and evaluate completed work.         5       Oversee and/or administer training to staff in all aspects of program work using lessons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc         6       Adhere to and apply personnel policies, practices and procedures.         7       Perform and apply sound administrative and fiscal practices         8       Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.         9       Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.         10       Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.         11       Review and approve travel expense claims and procedures to ensure economy, effectiveness and within program budget.         12       Plan and prepare budget documents including Budget Change Proposals.         13       Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.         14       Approve and monitor procuremen	1	Plan, organize, and direct the work of an agricultural program.
<ul> <li>provide technical expertise as needed.</li> <li>Prepare and review program related reports and data.</li> <li>Ensure deadlines are met on all activities, projects, and reports; provide guidance when needed; and evaluate completed work.</li> <li>Oversee and/or administer training to staff in all aspects of program work using lessons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc</li> <li>Adhere to and apply personnel policies, practices and procedures.</li> <li>Perform and apply sound administrative and fiscal practices</li> <li>Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.</li> <li>Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.</li> <li>Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.</li> <li>Review and proprove travel expense claims and ensure they adhere to Departmental policies and within program budget.</li> <li>Plan and prepare budget documents including Budget Change Proposals.</li> <li>Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.</li> <li>Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.</li> <li>Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.</li> <li>Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public</li></ul>	2	Personally, perform the more difficult or sensitive work of assigned program and
4       Ensure deadlines are met on all activities, projects, and reports; provide guidance when needed; and evaluate completed work.         5       Oversee and/or administer training to staff in all aspects of program work using lessons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc         6       Adhere to and apply personnel policies, practices and procedures.         7       Perform and apply sound administrative and fiscal practices         8       Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.         9       Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.         10       Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.         11       Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.         12       Plan and prepare budget documents including Budget Change Proposals.         13       Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.         14       Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.         15       Interpret laws,		provide technical expertise as needed.
4       when needed; and evaluate completed work.         5       Oversee and/or administer training to staff in all aspects of program work using lessons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc         6       Adhere to and apply personnel policies, practices and procedures.         7       Perform and apply sound administrative and fiscal practices         8       Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.         9       Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.         10       Departmental policies and expenditure limits.         11       Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure s, cash flow and reserves to ensure economy, effectiveness and within program budget.         12       Plan and prepare budget documents including Budget Change Proposals.         13       Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.         14       Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.         15       Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and det	3	Prepare and review program related reports and data.
When needed; and evaluate completed work.           0versee and/or administer training to staff in all aspects of program work using lessons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc           Adhere to and apply personnel policies, practices and procedures.           Perform and apply sound administrative and fiscal practices           Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.           9         Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.           10         Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.           11         Review and monitor revenue, expenditures including Budget Change Proposals.           13         Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.           14         Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.           15         Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.           16         bills impacting the program (e.g. legislation t	4	Ensure deadlines are met on all activities, projects, and reports; provide guidance
<ul> <li>lessons plans, training courses, various manuals, hands-on-training etc., including mandatory safety, sexual harassment prevention and violence in the workplace, etc</li> <li>Adhere to and apply personnel policies, practices and procedures.</li> <li>Perform and apply sound administrative and fiscal practices</li> <li>Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.</li> <li>Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.</li> <li>Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.</li> <li>Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.</li> <li>Plan and prepare budget documents including Budget Change Proposals.</li> <li>Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.</li> <li>Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.</li> <li>Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.</li> <li>Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).</li> <li>Prepare legislative proposals to address industry and program needs.</li> <li>Conduct and assist with investigations.</li> <li>Axist and participate in the development of court cases arising relating to assigned work.</li> <li>Advise on and assist in the formulation of rules, regulations, guidelines,</li></ul>		when needed; and evaluate completed work.
<ul> <li>including mandatory safety, sexual harassment prevention and violence in the workplace, etc</li> <li>Adhere to and apply personnel policies, practices and procedures.</li> <li>Perform and apply sound administrative and fiscal practices</li> <li>Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.</li> <li>Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.</li> <li>Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.</li> <li>Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.</li> <li>Plan and prepare budget documents including Budget Change Proposals.</li> <li>Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.</li> <li>Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.</li> <li>Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.</li> <li>Review and prepare presponses to legislative bill analyses of a bill's impact on the Department, environment, and the public).</li> <li>Prepare legislative proposals to address industry and program needs.</li> <li>Conduct and assist with investigations.</li> <li>Assist and participate in the development of court cases arising relating to assigned work.</li> <li>Advise on and assist in the formulation of rules, regulations, guidelines, policies,</li> </ul>		
<ul> <li>including mandatory safety, sexual harassment prevention and violence in the workplace, etc</li> <li>Adhere to and apply personnel policies, practices and procedures.</li> <li>Perform and apply sound administrative and fiscal practices</li> <li>Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.</li> <li>Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.</li> <li>Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.</li> <li>Plan and prepare budget documents including Budget Change Proposals.</li> <li>Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.</li> <li>Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.</li> <li>Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.</li> <li>Review and prepare responses to legislative bill analyses of a bill's impact on the Department, environment, and the public).</li> <li>Prepare legislative proposals to address industry and program needs.</li> <li>Conduct and assist with investigations.</li> <li>Assist and participate in the development of court cases arising relating to assigned work.</li> <li>Advise on and assist in the formulation of rules, regulations, guidelines, policies, policies, and program needs.</li> </ul>	5	
6       Adhere to and apply personnel policies, practices and procedures.         7       Perform and apply sound administrative and fiscal practices         8       Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.         9       Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.         10       Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.         11       Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.         12       Plan and prepare budget documents including Budget Change Proposals.         13       Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.         14       Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.         15       Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.         16       Department, environment, and the public).         17       Prepare legislative proposals to address industry and program needs.         16       bills impacting the program (e.g. legislations for ucrease arising relati	Ũ	
<ul> <li>Perform and apply sound administrative and fiscal practices</li> <li>Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.</li> <li>Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.</li> <li>Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.</li> <li>Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.</li> <li>Plan and prepare budget documents including Budget Change Proposals.</li> <li>Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.</li> <li>Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.</li> <li>Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.</li> <li>Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).</li> <li>Prepare legislative proposals to address industry and program needs.</li> <li>Conduct and assist with investigations.</li> <li>Advise on and assist in the formulation of rules, regulations, guidelines, policies, po</li></ul>		
<ul> <li>Evaluate employee performance, provide feedback, and follow-up by completing probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.</li> <li>Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.</li> <li>Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.</li> <li>Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.</li> <li>Plan and prepare budget documents including Budget Change Proposals.</li> <li>Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.</li> <li>Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.</li> <li>Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.</li> <li>Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).</li> <li>Prepare legislative proposals to address industry and program needs.</li> <li>Conduct and assist with investigations.</li> <li>Advise on and assist in the formulation of rules, regulations, guidelines, policies, policies, and process arising relating to assigned work.</li> </ul>		
8       probationary reports, annual performance reports, IDP's, and conducting meetings with employees in a timely manner.         9       Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.         10       Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.         11       Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.         12       Plan and prepare budget documents including Budget Change Proposals.         13       Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.         14       Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.         15       Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.         16       bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).         17       Prepare legislative proposals to address industry and program needs.         18       Conduct and assist with investigations.         19       Assist and participate in the development of court cases arising relating to assigned work.         20       Advise on and assist in the formulation of rules, regula	7	
meetings with employees in a timely manner.         9       Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.         10       Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.         11       Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.         12       Plan and prepare budget documents including Budget Change Proposals.         13       Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.         14       Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.         15       Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.         16       bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).         17       Prepare legislative proposals to address industry and program needs.         18       Conduct and assist with investigations.         19       Assist and participate in the development of court cases arising relating to assigned work.         20       Advise on and assist in the formulation of rules, regulations, guidelines, policies,	8	
9Schedule employees and/or approve vacation requests including timesheets to ensure work completion and adequate of assigned program.10Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.11Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.12Plan and prepare budget documents including Budget Change Proposals.13Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,		
<ul> <li>9 ensure work completion and adequate of assigned program.</li> <li>10 Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.</li> <li>11 Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.</li> <li>12 Plan and prepare budget documents including Budget Change Proposals.</li> <li>13 Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.</li> <li>14 Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.</li> <li>15 Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.</li> <li>Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).</li> <li>17 Prepare legislative proposals to address industry and program needs.</li> <li>18 Conduct and assist with investigations.</li> <li>19 Assist and participate in the development of court cases arising relating to assigned work.</li> <li>20 Advise on and assist in the formulation of rules, regulations, guidelines, policies,</li> </ul>		
10Review and approve travel expense claims and ensure they adhere to Departmental policies and expenditure limits.11Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.12Plan and prepare budget documents including Budget Change Proposals.13Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	9	
10Departmental policies and expenditure limits.11Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.12Plan and prepare budget documents including Budget Change Proposals.13Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	-	
11Review and monitor revenue, expenditures, cash flow and reserves to ensure economy, effectiveness and within program budget.12Plan and prepare budget documents including Budget Change Proposals.13Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	10	
11economy, effectiveness and within program budget.12Plan and prepare budget documents including Budget Change Proposals.13Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16Bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	-	
12Plan and prepare budget documents including Budget Change Proposals.13Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	11	
13Ensure contracts are completed in accordance with policy, tracked, and disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	10	
13disencumbered accurately and timely per contractual obligations.14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	12	
14Approve and monitor procurement activities such as equipment and material requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	13	
14requests, vehicle repair, printing orders, and/or CalCard purchases etc.15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	14	
15Interpret laws, rules, regulations, policies and procedures to ensure compliance, guide staff and determine the proper response to interested parties.16Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,		
15guide staff and determine the proper response to interested parties.16Review and prepare responses to legislation to express position on proposed bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	15	
Review and prepare responses to legislation to express position on proposed16bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).17Prepare legislative proposals to address industry and program needs.18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,		
<ul> <li>bills impacting the program (e.g. legislative bill analyses of a bill's impact on the Department, environment, and the public).</li> <li>Prepare legislative proposals to address industry and program needs.</li> <li>Conduct and assist with investigations.</li> <li>Assist and participate in the development of court cases arising relating to assigned work.</li> <li>Advise on and assist in the formulation of rules, regulations, guidelines, policies,</li> </ul>	16	
Department, environment, and the public).         17       Prepare legislative proposals to address industry and program needs.         18       Conduct and assist with investigations.         19       Assist and participate in the development of court cases arising relating to assigned work.         20       Advise on and assist in the formulation of rules, regulations, guidelines, policies,		
<ul> <li>17 Prepare legislative proposals to address industry and program needs.</li> <li>18 Conduct and assist with investigations.</li> <li>19 Assist and participate in the development of court cases arising relating to assigned work.</li> <li>20 Advise on and assist in the formulation of rules, regulations, guidelines, policies,</li> </ul>		
18Conduct and assist with investigations.19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,	17	
19Assist and participate in the development of court cases arising relating to assigned work.20Advise on and assist in the formulation of rules, regulations, guidelines, policies,		
<ul> <li>assigned work.</li> <li>Advise on and assist in the formulation of rules, regulations, guidelines, policies,</li> </ul>		
Advise on and assist in the formulation of rules, regulations, guidelines, policies,		
	20	

Task #	Task Statement
21	Direct, coordinate and oversee program activities with federal, state, county,
	industry entities and other stakeholders.
22	Conduct or assist in the enforcement of applicable regulations or codes related to
	the assigned program.
23	Confer with and advise Branch Chief and/or management regarding program
	issues.
24	May act as Branch Chief as assigned.