

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246
SACRAMENTO, CA 94244-2460
Website: www.fire.ca.gov
(916) 653-7772

**RECRUITMENT ANNOUNCEMENT FOR:****EXECUTIVE OFFICER, PROFESSIONAL FORESTERS LICENSING
BOARD OF FORESTRY AND FIRE PROTECTION**

Annual Salary: \$75,564 – \$81,732

Final Filing Date: FEBRUARY 22, 2012

Office Location: 1416 9th Street, 15th Floor, Room 1506-16
Sacramento, CA 95814

Duties:

Under the direction of the Executive Officer of the State Board of Forestry and Fire Protection, acts as Executive Secretary to the Professional Foresters Examining Committee (PFEC) to administer and enforce all of the provisions of the Public Resources Code relating to the practice of forestry statewide. Consults and assists in the processing of complaints, investigations and the filing of criminal or administrative actions. Reviews applications, prepares and administers twice yearly qualifying examination for licensing. Administer renewals. Prepares public information material, including the Forester Licensing Newsletter. Represents the PFEC to the Board of Forestry on numerous actions requiring Board action. Serves as liaison to the Board of Forestry for general Board and Board Committee activities. Fulfills the duties of the Board of Forestry's Executive Officer in his/her absence.

Required Minimum Qualification:

The Executive Officer, Professional Foresters Licensing must be a California Registered Professional Forester in good standing.

Desirable Qualifications:

- Recent comprehensive experience in preparing or reviewing timber harvesting plans.
- Administrative experience involving familiarity with Professional Foresters Law, Public Resources Code, Department of Forestry and Fire Protection, Board of Forestry and its policies; knowledge of procedures relating to the conduct of hearing before the Board of Forestry and other regulatory agencies.
- Extensive current knowledge of wildland resource science.
- Experience with professional associations, non-governmental agencies, and natural resource interest groups.
- Ability to work discreetly and maintain confidentiality of sensitive materials relating to the business of the licensing program and Board of Forestry.
- Knowledge of personal computer use, word processing, computer mail and information systems.

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State and the special trust placed in public servants.

Filing Instructions:

Interested applicants should file a standard state application (link to State Personnel Board website for State application form <http://jobs.ca.gov/OEC/jobs/stateapp.aspx>); resume; a statement of qualifications (not to exceed 2 pages) discussing the applicant's education and experience as it relates to the qualifications of this position, and include a copy of his/her Registered Professional Forester License.

How to Apply:

Send the above noted material, postmarked no later than February 22, 2012 to:

Board of Forestry and Fire Protection
Attention: Laura Alarcon-Stalians
P.O. Box 944246
Sacramento, CA 94244-2460

For additional information regarding the position, please contact:

George Gentry, Executive Officer, Board of Forestry and Fire Protection at (916) 653-8007.

NOTE:

The hiring process will consist of a resume and statement of qualifications screening process by an evaluation committee. Candidates with the most desirable experience and background will have their resumes with statement submitted to the appointing power for further consideration. Should the appointing power find it necessary, interviews may be conducted.