



CAL FIRE



Executive Officer, California Board of Forestry and Fire Protection Exempt Appointment

*Salary \$7962-8870

Final Filing Date: November 5, 2015

*The Board is in the process of requesting a salary rate increase from Cal HR.

Board of Forestry and Fire Protection:

Pursuant to section 730 et seq. of the California Public Resources Code, there is in the Department of Forestry and Fire Protection (the "Department") a State Board of Forestry and Fire Protection (the "Board"). The Board consists of nine members appointed by the Governor on the basis of their professional and educational qualifications and their general knowledge or interest in watershed management, forest management, fish and wildlife, range improvement, forest economics, or land use policy. The Board represents the State's interest in the acquisition and management of State forests, in federal land matters pertaining to forestry, and in forest resources on private lands, and develops and maintains an adequate forest policy. The Board also determines general policies for guidance pertaining to the Department.

Position Description:

As authorized by the Public Resources Code, the Board appoints an executive officer to assist in its duties, administer the staff functions surrounding the Board's business, and to act as a liaison to the Governor, Attorney General, Legislature and other state agencies.

The Executive Officer oversees the administration of a critical statewide regulatory program; sets the Board meeting agenda in consultation with the Board's chairperson and provides the necessary background and analyses of agenda items; develops plans for field trips designed to acquaint the Board more fully with the operations of the Department's programs; and confers with stakeholders, industry associations, and top-level management of other state, federal, and local government agencies to identify and resolve issues relating to Board activities.

The Executive Officer is responsible for carrying out the policies of the Board and for planning, organizing, and directing Board activities, including, but not limited to:

- Under supervision of the Board, maintain an official Board headquarters in Sacramento, supervising such employees as are employed by or assigned to the Board, manage the office at such headquarters, and prepare and manage the Board's annual budget.

- Ensure Board compliance with the Bagley-Keene Open Meeting Act, the Administrative Procedures Act, and all other applicable rules, regulations, policies, and procedures, seeking clarification from assigned legal counsel or other appropriate experts as necessary. Consult with the Attorney General's Office when needed to provide the Board with review and interpretation of laws, rules, and regulations.
- As directed by the Board, make investigations and prepare reports on such matters concerning the State's interest in acquisition and management of State forests, the State's interest in federal land matters pertaining to forestry, and the protection of the State's interest in forest resources on private lands where these are not within the responsibility of the Director of the Department of Forestry and Fire Protection (Department).
- Assist the Chairman of the Board and members in data gathering and with securing required information from studies, experimental work, and other sources to provide the essential basis concerning matters upon which the Board must act.
- Prepare, or arrange for preparation of information pertinent to the items on the Board's agenda in advance of meetings and hearing; transmit to members pertinent material and analyses of all items to come before the Board at such time prior to meetings as the Board may direct.
- Assist the Chairman of the Board in all his/her actions on behalf of the Board; work closely with the Director of the Department to insure the fullest possible communications between these officers and the Board on all matters of mutual concern; and maintain liaison between the Board and its Committees.
- Assist the Board and its committees in preparing appropriate drafts of resolutions, orders and directives; obtain legal services from the Attorney General on such drafts; distribute such public notices and publications as required by law, and upon adoption of resolutions, order, and directives to properly file as required and publicize as necessary.
- Prepare, or arrange for preparation of information pertinent to the items on the Board's agenda in advance of meetings and hearing; transmit to members pertinent material and analyses of all items to come before the Board at such time prior to meetings as the Board may direct.
- Maintain an effective working relationship with the Board Chairperson and members, the Department Director and staff, the Natural Resources Secretary and Agency staff, and the Governor's Office for review of program operations and Board activities for compliance with statutory authority, policy, and budget.
- Coordinate the preparation and submission of annual reports required of the Board by law.
- In cooperation with the Director, work with Department personnel to develop items appropriate for the Board's agenda, and tentative plans for Board field trips designed to acquaint the Board more fully with operational feature and problems of the Department's programs. Prepare announcements and publicity regarding the activities of the Board.
- Develop and maintain for the use of members of the Board concise but comprehensive material outlining the duties and responsibilities of the Board, and bring to the Board any policy

or regulation areas that may need its attention, along with such background and situation material as may assist the members in keeping current with the Board's role.

- Keep informed of both State and Congressional legislation having to do with forestry matters, and maintain regular communications with the Board on proposals and issues. Maintain contact with Legislative offices and with Legislators for appropriate input and information relative to proposed or new legislation, interim studies, etc., of concern to the Board. When directed by the Board, represent its position to members of the Legislature, members of Congress, federal agency administrators, and administrators of State agencies.
- Review with the Director the Department's program plans for preparation of the annual budget; arrange for complete review of such program plans with the Board, together with the Director, and before the budget is prepared for transmittal to the Secretary's office for consideration.
- Keep and maintain the records, minutes, files, orders, rules, directives, regulations and other documents of the Board.
- Supervise such contracts as the Board may approve for conduct of activities authorized by law.
- Supervise and coordinate, through the Assistant Executive Officer, the administration of the Professional Foresters law, which involves applications for examinations, examination processes and appeals; maintain records of registration; receive and deposit license filing fees and renewal fees; work with the Board's Examining Committee, relaying to the Board its actions and recommendations on all matters with which it is charged; supervise budget expenditures and report to the Committee and to the Board upon its status, as well as income from fees; report to the Committee and to the Board annually regarding fee schedules with recommendations as to appropriate fees schedules and budget to maintain balance in the Professional Foresters Registration Fund.

Desirable Qualifications:

College degree in forestry, natural resources, or the environmental sciences; knowledge and experience with the Z'Berg-Nejedly Forest Practices Act, Forest Practice Rules, Professional Foresters Law and Registration of Professional Forester Rules, California Environmental Quality Act, Bagley-Keen Open Meeting Act, Public Records Act, the Administrative Procedures Act, and other applicable federal and state statutes.

Administrative experience including but not limited to the ability to prepare, understand, and work with a government budget, develop regulations, rulemaking, policy development, and implementation.

Executive management experience, with responsibility for development, execution, and evaluation of major programs, policies, and staff development.

Knowledge of forestry, rangeland, and fire protection issues, opportunities, and challenges facing California.

Demonstrated ability to work within an organizational or governmental structure, with a consultative approach to problem solving and the ability to facilitate coalition building.

Possess a high level of communication skills, initiative, dependability, tact, discretion, and adaptability.

Condition of Employment:

The Executive Officer is appointed by the Board (i.e. "at will" employment); therefore, the Executive Officer may be terminated from service at any time without notice, cause or right of appeal.

Compensation and Benefits:

Salary Range: \$7962-8870 per month. The Board is in the process of requesting a salary rate increase from Cal HR.

Benefits: Medical, dental, vision, life insurance, and retirement program under the California Public Employees Retirement System (CalPERS)

How to Apply:

Interested persons should submit the following:

- Standard State application (STD 678) with original signature (<https://jobs.ca.gov/pdf/std678.pdf>)
- One page Statement of Qualifications (SOQ) describing how the candidate's experience and education satisfy the desired qualifications
- Current Résumé
- List of References with contact information

The application, SOQ, résumé, and list of references must be received by the final filing date, [date – November 5, 2015]. They may be mailed to:

Board of Forestry and Fire Protection
Attention: Edith Hannigan
P.O. Box 944246
Sacramento, CA 94244-2460

Email or faxed materials will not be accepted.

All applications will be screened and only the most qualified candidates will be scheduled for an interview. Travel expenses for any interviews are the sole responsibility and at the expense of each candidate.

The Department of Forestry and Fire Protection 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.