



## **EXEMPT APPOINTMENT**

### **STATE MINING AND GEOLOGY BOARD EXECUTIVE OFFICER SALARY LEVEL \$9,023.00 - \$10,049.00**

#### **BACKGROUND**

The Department of Conservation (DOC) provides services and information that promote environmental health, economic vitality, informed land–use decisions and sound management of our State’s natural resources. With a team of scientists and other dedicated professionals, the DOC administers a variety of programs vital to California’s public safety, environment and economy. The State Mining and Geology Board operates within the DOC, and is granted certain autonomous responsibilities and obligations under several statutes. The Board’s general authority requires all nine Board members to “represent the general public interest” in some manner. The Board serves as a regulatory, policy and appeals body representing the State’s interest in geology, geologic and seismologic hazards as defined by statute, and conservation of mineral resources and reclamation following surface mining activities.

#### **SCOPE OF POSITION**

The Executive Officer is the constitutionally exempt (non-civil service) employee who serves at the pleasure of the Board to administer various sections of the State’s Public Resources Code and the California Code of Regulations under the Seismic Hazards Mapping Act, the Alquist-Priolo Earthquake Fault Zone Mapping Act, and the Surface Mining and Reclamation Act (SMARA), and is the Board’s representative to the Administration and the Legislature. Public Resources Code Section 670 authorizes the Board to appoint the Executive Officer. The State Mining and Geology Board is an autonomous body within the Department of Conservation that is responsible for giving direction and guidance to the Director, the State Geologist, and to the California Geological Survey, on matters pertaining to the State’s geology, seismology, and mineral resources, and has statutory authority to establish policy and set technical standards for programs in seismic hazards mapping, geohazards and landslide mapping, active surface fault mapping, and for the reclamation of mined lands.

The Executive Officer will have a background and experience in geology, seismology, or civil engineering and have a working understanding of general business practices, accounting, budgeting, legislative and regulatory processes, and the management of professional, technical, and clerical staff. Additionally, the Executive Officer should possess excellent written and oral communicative skills necessary in dealing with elected and appointed government officials, members of various professions, and the general public.

## **DUTIES AND RESPONSIBILITIES**

### **General Duties**

Maintain and manage the official Board headquarters office in Sacramento.

- Keep and maintain the official records, minutes, files, orders, rules, directives, regulations, and other documents of the Board.
- Prepare and monitor the Board's budget, accounts, and billings.
- Prepare written correspondence in response to public and government agency inquiries regarding the Board's policies.
- Manage the Board's office staff, develop and assign staff responsibilities, control workloads and manage work schedules, conduct personnel performance reviews, promote staff training and education, and recommend job advancements and promotions.

Plan, organize, and implement the Board's research and public information programs, as required by law (PRC §675, §676), in cooperation with the Board, the Director, and the State Geologist, and prepare announcements and publicity regarding the activities of the Board.

Review with the Director the Department's preparation of the annual budget; arrange for review of the budget with the Board, together with the Director, if feasible, and before the budget is prepared for transmittal to the Secretary of Resources Office for consideration.

Develop and maintain for the use of the members of the Board, concise, comprehensive material outlining the duties and responsibilities of the Board, along with background and situation material that may assist the members in keeping current with the Board's role.

Assist the Board in gathering, reviewing, and compiling information to provide the essential factual data for the development of general policies for the State's earth science programs to be administered by the Department (PRC §672).

Assist the Chairperson of the Board in all actions on behalf of the Board.

As the Board's Executive Officer, work closely with the Director of the DOC, the State Geologist, the Secretary of Resources and State Legislators, to ensure the fullest possible communication on all matters of mutual concern.

Consult with the Attorney General's Office as required to provide the Board with review and interpretation of laws, rules, and regulations.

Represent the Board in pertinent sessions and conferences with state, local, and Federal agencies, and the public, and testify for the Board in court proceedings.

Keep informed of both State and Congressional legislation pertaining to the Board's concerns, and maintain regular communications with the Board on proposals and issues. Maintain contact with the Department's legislative office for appropriate exchange of information relative to proposed new legislation and interim studies of concern to the Board.

## **Board and Committee Meetings**

Schedule and coordinate Board and Committee meetings and special hearings with respect to dates, locations, times, agendas, overnight accommodations, and travel arrangements. Ensure that the public and affected parties are timely notified of Board and Committee hearings.

Prepare, or arrange for preparation, information pertinent to the items on the Board's agenda in advance of meetings and hearings and transmit to members pertinent material and analyses of all items to come before the Board, or at such time prior to meetings as the Board may direct.

Prepare appropriate drafts of reports, resolutions, orders, and directives of the Board in furtherance of the Board's Strategic Plan, and upon adoption of resolutions, orders, and directives, and properly file them as required and publicize them as necessary.

## **Special Reports**

Draft the Board's annual report to the Governor and the Legislature on actions taken pursuant to the Surface Mining and Reclamation Act of 1975 (PRC §2717), as well as legislative recommendations to more completely carry out the purposes of the Act.

## **Alquist-Priolo Earthquake Fault Zoning Act**

Implementation of the Act:

- Assist the Board in developing and revising policies and criteria (regulations) for use by cities and counties to implement the Act (PRC §2621.5).
- Schedule the Board for public hearings on Preliminary Fault Zone Maps prepared by the State Geologist, and transmit public comments received by the Board to the State Geologist (PRC §2622).
- Provide notice to the Board for Professional Engineers, Land Surveyors, and Geologists of the issuance of Preliminary Fault Zone Maps and request technical comments from registered professionals (CCR §3602).

## **Seismic Hazards Mapping Act**

Implementation of the Act:

- Assist the Board in developing and revising policies and criteria (regulations) for use by cities, counties, and state agencies in implementing the Act (PRC §2695).
- Schedule the Board for public hearings on Preliminary Seismic Hazard Maps prepared by the State Geologist, and transmit public comments received by the Board to the State Geologist (PRC §2696).

## **Surface Mining and Reclamation Act**

Implementation of the Act:

- Assist the Board in developing and revising state policy (regulations) for the use of cities, and counties, and surface mining operations for the reclamation of mined lands (PRC §2655).
- Review and assess lead agency SMARA ordinances for accordance with the Act, and make recommendations to the Board for state certification of the ordinances

(PRC §2774.3, 2774.5).

- Review and analyze complaints regarding lead agency administration and enforcement of the Act, and make recommendations to the Board for actions to assume lead agency SMARA authority (PRC § 2774.4).
- Administer the provisions of the Act and state policy with regard to surface mining operations, and implement enforcement actions authorized by the Board, when the Board is the lead agency (PRC §2774.1).
- Assist the Board in the development of procedures and guidelines for conducting mineral land designation pursuant to SMARA (PRC §2761).
- Review and accept petitions for classification and designation for presentation to the Board (PRC §2761).
- Prepare and gather background information and reports on appeals and petitions filed with the Board concerning Director's Orders to Comply (PRC §2774.1, §2774.2), Board Orders to Comply (PRC §2774.1, §2774.2), Mineral Designation Permits (PRC §2775), Low Gross Fee Exemptions (CCR §3699), Exemptions from SMARA (PRC §2714) and, Denial of Reclamation Plan or Financial Assurance (PRC §2770).
- Prepare and recommend revisions to the Board's Financial Assurance Guidelines as necessary (PRC §2773.1)

#### **ADDITIONAL REQUIREMENTS**

- Willingness to work irregular hours, including some weekends.
- Be creative, motivated, resourceful, objective, enthusiastic, and personable.
- Possess a valid California Driver License.

#### **CONDITIONS OF EMPLOYMENT**

- The Executive Officer is appointed by the State Mining and Geology Board.

#### **COMPENSATION AND BENEFITS**

- **Salary Range:** \$9,023-\$10,049 per month
- **Benefits:** Medical, dental, vision, life insurance, and retirement program under the California Public Employees' Retirement System (CalPERS).
- In addition, an electronic or hard copy resume/Curriculum Vitae, a Standard Application Form (STD. 678) and a two-page statement of qualification must be submitted to:

California Department of Conservation

Attn: Clayton Haas

801 K Street, MS 22-13

Sacramento, CA 95814

[Clayton.Haas@conservation.ca.gov](mailto:Clayton.Haas@conservation.ca.gov)

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

The State of California is an equal opportunity employee 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, generic information, marital status, medical

condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (include pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.