

Department Statement:

California is one of the most biodiverse places on the planet. As such, the Department of Fish and Wildlife (CDFW) values diverse employees working together to protect nature for all Californians. CDFW is committed to fostering an inclusive work environment where all backgrounds, cultures, and personal experiences can thrive and connect others to our critical mission.

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action. Form 242	EFFECTIVE DATE
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DFW DIVISION/BRANCH/REGION/OFFICE	POSITION NUMBER (Agency-Unit-Class-Serial)	
Law Enforcement Division (LED)	566-040-7500-001	
UNIT NAME AND LOCATION	CLASS TITLE	
Sacramento Headquarters	Chief of Enforcement / Deputy Director, CEA B	
INCUMBENT	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial)	
	566-040-7500-001	

BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS Under the general direction of the Chief Deputy Director of the Department of Fish and Wildlife (CDFW), the Chief of the Law Enforcement Division (LED) may perform a full range of peace office duties as specified in section 830.3 of the Penal Code and is responsible for the development, implementation, and evaluation of all CDFW policies, procedures, and program direction as it relates to investigations and enforcement services for the Department. The Chief of Enforcement has overall responsibility for the management of LED resources and staff, including direction and evaluation of the work for all sworn, science, and professional staff assigned to LED. Duties include, but are not limited to the following:

PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)			
35%	ESSENTIAL FUNCTIONS: Provide high level oversight and vision of operational, administrative, management, and policy direction for LED. Provide thoughtful leadership direction to support the mission of CDFW. Analyzes legislation impacting CDFW enforcement programs and/or LED and makes recommendations to the Department's legislative Division regarding law enforcement issues; recommends improvement to facilitate the Department's investigation and regulatory programs. In collaboration with executive leadership, develop and implement CDFW policies and programs throughout LED. Establish policy level direction on all enforcement issues impacting CDFW. Formulate policy direction and guidelines for enforcement personnel; set standards on all enforcement issues; work collaboratively with internal Deputies, as well as other State Agencies and external parties to ensure consistency, relevance, and mission objectives are achieved. Advise the Chief Deputy Director and Director on issues concerning law enforcement; and ensure consistent application of the law, regulations, policies, and procedures in concert with the Fish and Game Commission.			
30%	Oversee and direct LED program functions. Provide program direction and establish organizational goals; determine the direction and emphasis for all enforcement activity impacting CDFW. Work collaboratively to allocate staff and budget among the various LED activities to ensure the LED personnel meet the guidelines of the California Peace Officer Standards and Training (POST). Confirm consistency in reporting requirements of law enforcement officers regarding training, discipline, and data analysis to ensure overall transparency. Work collaboratively on CDFW budgetary issues, legislative analysis, and organizational structuring.			
20%	Establish and maintain cooperative working relationships with internal and external stakeholders; represent the LED at executive meetings as a member of the executive management team. Develop and oversee interagency agreements and Memorandum of Understanding with other Local, State and Federal agencies and Tribal Nations on a variety of issues. Work closely with the California Office of Emergency Services on disaster response efforts in unification with all law enforcement mutual aid agencies. Work closely with the Department of Cannabis Control on issues surrounding illegal cannabis cultivation throughout California and impacts to natural resources. Establish a collaborative network of governmental, tribal, and non-governmental enforcement entities. Integrate LED personnel to develop sound strategies to implement efforts on JEDI (Justice, Equity, Diversity, and Inclusion) and LED wellness efforts. Participate nationally and internationally with conservation law enforcement agencies to establish network communications and law enforcement information sharing concerning resource crime trends impacting at a global level.			

DFW 242A (REV. 09/28/21) Page 2

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10%	Present testimony before the Fish and Game Commission on enforcement updates; participate on high level task forces; and establish and maintain working relationships with other state, federal, tribal and local governmental agencies, private organizations, stakeholders, and constituent groups to facilitate implementation of CDFW policies and programs.	
5%	NON-ESSENTIAL FUNCTIONS: Serve as the principal consultant to the Director and Chief Deputy Direction on law enforcement issues. Oversee the administration and make recommendations regarding operational decisions on LED matters related to: budget, legislative, personnel matters, grant programs, collective bargaining issues, contract administration, and facility management.	
	Special Personal Characteristics: Ability to work in a dynamic and fast paced environment, exercise thoughtful and deliberative assessments over complex matters with significant outcomes. Effectively exercise judgement with policy and technical controls, provide mentorship and guidance, lead team on difficult LED policy related issues, communicate complicated problems effectively, and work on highly sensitive/critical tasks. Produce complete and accurate assignments under multiple tight deadlines.	
	Willingness to work unusual hours and on Saturdays, Sundays, and holidays; willingness to live and work throughout the State; satisfactory record as a law-abiding citizen; neat personal appearance; tact; reliability; keenness of observation; and interest in and aptitude for fish and wildlife conservation and law enforcement work. Detail oriented, integrity, ability to act independently, open-mindedness, flexibility, and diplomacy. Emotional maturity and stability; sound physical condition; strength, endurance and agility necessary to cope with the demands of the job.	
	Interpersonal Skills : Able to analyze situations accurately and take appropriate action. Work independently and/or in a team setting. Thoughtful and conscientious approach to management of the LED staff. Establish and maintain professional and cooperative relationships with representatives of public and private agencies, Tribal organizations, non-governmental associations, stakeholders including organized hunting and fishing groups and members of the public. Ability to make effective oral presentations before the legislature, commissions, and the public.	
	WORKING CONDITIONS: The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. The incumbent works in an office setting, with artificial light and temperature control. Daily access to and use of a personal computer and telephone is essential. Sitting and standing requirements in the office are consistent with office work. The incumbent must be able to function under changing priorities and timelines. Ability to speak in public is essential. Attend and present materials at meetings, legislative, and/or committee hearings; direct the work of LED staff. Occasional travel may be required.	
	Peace Officer and POST Requirements The Chief of Enforcement may be required to perform the full range of peace officer duties, including qualifying for, carrying and using a firearm. Pursuant to Government Code Section 1031 (f), an individual in this position must be found to be free from physical, emotional, or mental condition which might adversely affect the exercise of the powers of a peace officer.	
	The Chief must satisfy all selection and training standards required by the California Commission on Peace Officer Standards and Training (POST) for peace officers. Proficient use in firearms and defensive tactics; potential for physical confrontations on a daily basis; physically apprehending, arresting, detaining, and transporting violators; pursuing and apprehending fleeing suspects utilizing vehicles and vessels; strenuous patrol by foot over rough terrain; operation of CDFW patrol boats up to 24 feet in length (this can be a one or two person operation); walking in and through rural terrain where outdoor marijuana grows occur; hiking over rough terrain with no vehicle access; operating a 4 wheel drive vehicle on a regular basis (typically 2-8 hours	

State of California Department of Fish and Wildlife **DUTY STATEMENT**

DFW 242A (REV. 09/28/21) Page 3

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per day and an average of 2,500 miles per month); operate a motorcycle or 4 wheel drive, all-terrain vehicle, off highway, over rough terrain on an occasional basis, wears a uniform with duty belt and a tactical vest.						
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.						
PRINT SUPERVISOR'S NAME		SUPERVISOR'S SIGNATURE	DATE			
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.						
PRINT EMPLOY	(EE'S NAME	EMPLOYEE'S SIGNATURE	DATE			