

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Attorney IV	
		Division and/or Subdivision Board of Forestry and Fire Protection	
INSTRUCTIONS: The Director is required by Government Code Section 19818.12 to report (or to record) "...material changes in the duties of any position in his or her jurisdiction". The Position Essential Functions Duties Statement is used for this purpose. Enter identifying information and effective date at the right. Enter brief description of each of the important duties and responsibilities of the position below. Group related duties in numbered paragraphs and indicate the percentage of total time occupied. Indicate the "essential functions" of the position by placing an asterisk (*) in front of those individual duties you determine to be essential to the job. Discuss the duties with the employee assigned to the position. Both the employee and supervisor sign the document where indicated. The supervisor retains the original document and provides a copy to the employee.		Location of Headquarters Sacramento, CA	
		Class Title of Position Attorney IV	
		Position Number 541-001-5780-001	
		Effective Date September 9, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	<p> Under the general direction of the Executive Officer and the Board of Forestry and Fire Protection (Board), the Attorney IV performs sensitive and complex legal work in connection with the promulgation of regulations, the development of policy, the environmental review of projects, and Board meeting management. The Attorney IV works closely with the Board on a wide array of legal issues, including litigation, administrative proceedings, and personnel and employment matters. The Attorney IV has expertise in public agency, environmental and administrative laws, rules, and regulations that will assist the Board in meeting its mission. The Attorney IV has the ability to work independently in advising the Board and the Executive Officer on the most challenging and intricate legal matters. </p> <p> *Performs difficult, complex and sensitive legal work, including analysis of novel and difficult legal issues arising from regulatory or policy work being conducted by the Board. *Consult about litigation approaches and strategies with the Executive Officer and the Board, conduct legal research, and prepare a variety of the more difficult written legal work related to interpretations of state and case law. *Work with litigation support to establish document databases and advises and coordinates with Board staff to preserve, identify, collect, review, and produce documents, and to assemble and certify administrative records and responsive documents to Public Record Act requests. *Timely submits written work product for review by Executive Officer and the Board as needed. </p> <p> *These are the essential functions for this position. Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of a reasonable accommodation. </p>		
Equal Employment Opportunity (EEO) Statement: All CAL FIRE employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work related activities, and anytime they represent the department. Additionally, all CAL FIRE employees are responsible for promoting a safe and secure work environment free from discrimination, harassment, inappropriate conduct, or retaliation.			
Job qualifications and/or conditions of employment:			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
Personnel use only <input type="checkbox"/> Posted to Directory			
_____ Initials and date			

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

25%

*Advise the Board and Executive Officer on legal and other issues arising in public agency, environmental, and resources law. *Provide the Board with formal and informal legal advice, orally and in writing. *Ensure that written work accurately represents legal authority, facts, and evidence, and uses appropriate citation form. *Timely submits draft advice for review by supervisors. *Respond to Public Records Act requests. *Meet with CAL FIRE Executive Staff, California Natural Resources Agency Executive staff, and Office of Administrative Law staff when necessary. *May be called upon to provide research, analysis, and advice to the Board and Executive Officer of the most complex, difficult, and sensitive environmental and natural resources issues, including drafting and analysis of legislative measures and regulations; and handle special projects or legal assignments as assigned by the Executive Officer or Board. *Conduct special investigations in the resource area and related fields. *Attend meetings with other state and federal attorneys, district attorneys, city and county attorneys, and their staff in multi-jurisdictional litigation matters.

25%

*Review written work product constituting or pertaining to rulemaking done under a Certified Regulatory Program pursuant to Public Resources Code section 21080.5. *Provide advice to the Executive Officer and Board on complying with the California Environmental Quality Act (CEQA) and the Administrative Procedures Act to assist the Board in promulgating regulations under the Forest Practices Act.

10%

*Participate in public Board meetings to assure that the Board acts in compliance with all applicable laws and rules.

5%

*Advise the Executive Officer and the Board on adjudicative matters regarding Civil Penalties or Licensing matters.

5%

*Advise the Executive Officer and the Board on matters of compliance with Bagley-Keene Open Meeting laws.

5%

Other job-related duties as assigned by the Executive Officer or the Board, in accordance with the class specification.

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Job qualifications and/or conditions of employment:

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

☐ Posted to Directory

Initials and Date