

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Staff Chief, Forest Practice Regulation</b>	
		Division and/or Subdivision <b>Resource Management - Forest Practice</b>	
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 <b>Sacramento</b>	
		Class Title of Position <b>Forest and Fire Protection Administrator (FFPA)</b>	
		Position Number <b>542-730-1031-007</b>	
		Effective Date <b>December 17, 2025</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under the general direction of the Assistant Deputy Director of Forest Practice and in general coordination with the Regional Natural Resource Managers (Forestry and Fire Protection Administrators), the Staff Chief, Forest Practice Regulation (FFPA), has responsibility for the management of the Sacramento Forest Practice Regulation and Forest Restoration Program and provides statewide coordination of the Forest Practice Program. Duties include but are not limited to:  *Plan, organize, direct and give functional and technical supervision to the administration of the Forest Practice Act. *Supervise Headquarters' Foresters III and administrative support staff assigned to forest practice activities. *Evaluate, interpret and provide technical guidance regarding forest practice regulations to Headquarters and Regional Foresters III statewide to provide consistency in the application of regulations. *Make recommendations regarding forest practice policy to the Assistant Deputy Director for Forest Practice and the Deputy Director for Resource Management. *Participate with Region staff representatives, and the Board of Forestry and Fire Protection (Board) in development of forest practice rules and other Regulations. *Present and explain recommendations about rules and regulations to the Board and prepare annual and other forest practice reports.		
20%	*Direct the Forest Practice Law Enforcement Program and the Timber Operator Licensing Program. *Ensure adequate and professional field inspections are conducted, including program reviews and audits. *Analyze and make recommendations on enforcement cases. *Collaborate with Attorney General's staff and Department's Chief Counsel to prepare and process Injunctions, Notices of Intent to Take Corrective Action, Timber Operator License revocations, and cost collection cases. *Conduct administrative hearings of appealed cases to ensure all law enforcement cases, including administrative civil penalty cases, are processed in an efficient and effective manner. *Prepare monthly and annual law enforcement reports; and ensure the efficient and timely issuance of timber operators licenses.  *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.		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See Page 2</a>			
"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.

20%

\*Oversee the statewide Forest Practice Monitoring Program to meet the statutory requirements for reporting on forest practice rule implementation and effectiveness. \*Direct the development of guidelines and training materials for protecting, maintaining, and improving water quality and other environmental conditions affected by timber harvesting. \*Direct watershed assessment work. \*Provide leadership and professional expertise for multi-agency committees assembled to assess ecological performance of the Forest Practice Rules.

15%

\*Develop performance standards for Forest Practice Staff. \*Prepare budgets, forms, and administrative reports. \*Direct the preparation of the forest practice rules and other regulations for publication. \*Oversee the review and revision of the Forest Practice sections of the Department handbook. \*Speak before interested groups, participate, and represent the Department in meetings and technical conferences. \*Review pending legislation, draft forestry legislation. \*Testify at hearings. \*Edit and prepare technical literature. \*Answer and initiate correspondence.

5%

\*Direct the statewide environmental review, processing, and approvals of Sustained Yield Plans and timberland conversion permit applications pursuant to the California Environmental Quality Act, the Forest Practice Act and other applicable state and federal regulations.

5%

\*Respond to emergency incidents, as qualified. \*Maintain proficiency, qualification; and experience standards in resource management and fire protection, including but not limited to the Incident Command System - Position Qualification System, in accordance with applicable laws, rules, and departmental policy.

5%

Other job-related duties as assigned, in accordance with the class specification.

**Desirable Qualifications:**

- Bachelor's degree or advanced degree in forestry or a related subject.

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Job qualifications and/or conditions of employment: Travel to Region and Unit Forest Practice offices, and Board of Forestry and Fire Protection and other remote meetings can be 25% or more of monthly work activities.

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

Employee Signature

Date

Supervisor Signature

Date

**Personnel use only**

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Initials and Date