

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <a href="#">Board Regulations Program Manager</a>	
		Division and/or Subdivision <a href="#">Board of Forestry</a>	
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 <a href="#">Sacramento</a>	
		Class Title of Position <a href="#">Forester III</a>	
		Position Number <a href="#">542-001-1041-001</a>	
		Effective Date <a href="#">March 25, 2026</a>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p><a href="#">Under the direction of the Executive Officer for the Board of Forestry (Board), the Board Regulations Program Manager serves as an expert on the implementation and interpretations of the Board's regulatory responsibilities regarding timber, watershed, contiguous rangeland resources, defensible space, and resource protection. The Board Regulations Program Manager will also address regulatory development as related to fire severity, fuels treatment, and wildfire education, prevention, and planning. The incumbent performs the following duties:</a></p> <p><a href="#">*Serve as lead contact for general Board operations while managing the Board's rulemaking processes in compliance with the Administrative Procedures Act including preparation of Draft Rule Texts, Notices of Proposed Action, Initial Statements of Reasons, Economic and Fiscal Impact Statements, Final Statements of Reasons, and Final Rule Texts. *Complete and submit rulemaking packages. *Coordinate compliance with notification and timeline requirements of the Administrative Procedures Act (APA) and other agency specifications to facilitate rulemaking timelines. *Coordinate development and submission of Rulemaking Calendar to the Office of Administrative Law and Major Regulations Calendar to the Department of Finance. *Maintain compliance with the recordkeeping and document retention requirements of the APA. *Coordinate response to and consideration of public comment on proposed regulations. *Ensure all Board briefings and materials are implemented. *Lead public hearings, coordinate appropriate outreach and notifications for public comments. *Organize and direct consideration of written comments in consultation with the Board's legal staff.</a></p> <p><small>*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.</small></p>		
<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 3.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____	Date _____	Supervisor Signature _____	Date _____
<b>Personnel use only</b> <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.

30%

\*Independently direct the Board's regulations program related to the Board's rulemaking authority as provided by statute, including the Z'Berg-Nejedly Forest Practice Act of 1973, the Professional Forester's Law, and other rulemaking authorities delegated to the Board by facilitating and leading committee meetings, workshops, and other collaborative processes. \*Direct development of relevant staff memos on all issues and for other regulatory, administrative and environmental matters under consideration by the Board, including reporting, research, assessment, and evaluation of those issues and development and reporting of potential solutions to, or means of addressing, those issues consistent with the Board's authority. \*Direct review of available scientific literature and data on these subjects and synthesis of information for the development of reports, rulemaking documents, and findings to support Board decisions. \*Such reports include descriptions of purpose and need, statistical analysis, methods, results and technical analysis, and evaluation of implications for resources under the authority of the Board. \*Perform as staff consultant for Standing Board Committees, providing guidance, as needed, to the Committees in matters related to rulemaking, technical issues, and general operation of the Board consistent with the Board's authority. \*Coordinate the distribution of the Board's agenda under the Bagley-Keene Open Meeting Act. \*Direct the maintenance and updating of the Board's physical and electronic mail distribution lists. \*Maintain compliance with the Board's Certified Regulatory Program via facilitation of public and agency input on rulemaking development. \*Coordinate overview and consideration of the Department's annual Rules Report and the public Call for Regulatory Review and the tracking of resulting priorities for consideration by the Board's Standing Committees.

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Job qualifications and/or conditions of employment: [See Page 3.](#)

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

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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 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%	*Plan, organize and direct assignments to ensure compliance with applicable laws, policies and procedures, regulations, and standards. *Monitor and establish workload priorities and timeframes for completion of projects and assignments. *Meet regularly to provide directions on assignments. Review staff-generated contracts, environmental reports, and data for quality control and budget conformance. *Provide programmatic advice to the Board on rulemaking procedures to ensure compliance with statutory obligation and conformance with policy direction from the Board and the Executive Officer.
10%	*Independently address inquiries from legislators, advocate/civic groups, and citizens and analyze Board policy and regulation in relation to potential discretionary Board actions in response to such inquiries. *Assist the Board Attorney's in preparation and processing of Timber Harvesting Plans (THP) or Head of Agency Appeals. Other job-related duties as required, in accordance with the class specification.

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Job qualifications and/or conditions of employment:

- Registered Professional Forester (RPF) license required.
- Complete all training as required by the Department as a condition of employment.
- The incumbent may be required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical status of the incumbent. As such, California Occupational Safety and Health Administration (CalOSHA) requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation.

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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 Initials and Date