

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Attorney III (OSFM CWPM)	
		Division and/or Subdivision Legal Services	
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 Headquarters	
		Class Title of Position Attorney III	
		Position Number 541-015-5795-XXX	
		Effective Date 09/01/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general direction of the Assistant Chief Counsel and the administration of the Chief Counsel, and in coordination with Office of the State Fire Marshal (OSFM) Deputy Director of Community Wildfire Preparedness & Mitigation and Fire Engineering & Investigations and Assistant Deputy Director of Community Wildfire Planning and Risk Reduction, the Attorney III is responsible for advising the Community Wildfire Preparedness & Mitigation division of OSFM. Duties include, but are not limited to:		
20%	*Provide legal advice on statutes and regulations related to the OSFM's program areas, including California's Forest and Fire Laws, Health and Safety Code, Public Resources Code, Code of Civil Procedure, Government Code, Penal Code, California Code of Regulations Titles 14, 19, and 24, the California Environmental Quality Act, and the National Environmental Policy Act.		
15%	*Assist in the preparation of regulatory packages; ensure compliance with the Administrative Procedure Act; review regulations to ensure that they are legally upheld in enforcement actions. *Defend challenges to regulations before administrative bodies and in California courts. *Support interactions with Local agencies and Authorities Having Jurisdiction under various statutes and regulations related to the division.		
10%	*Respond to legal inquiries from OSFM executive and senior leadership, division, and program staff; provide advice and assist with the development of agreements, contracts, and memoranda of understanding; and work and coordinate with cooperating entity legal counsel. *Perform legal research; prepare and present statements of fact, law, and argument clearly and logically in written and oral form; and draft opinions.		
	*Research statutes, regulations, and case law; and provide summaries on recent cases and legal issues to the Chief Counsel, Assistant Chief Counsel, and OSFM program staff and management.		
*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.			
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: See page 2			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only		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.

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| 10% | *Assist with responses to Public Records Act requests for records pertaining to the Office of the State Fire Marshal. *Provide advice on Bagley-Keene to the Office of the State Fire Marshal. |
| 5% | *Provide legal advice on legislative issues on proposed legislation, bill analysis, and budget change proposals. *Advise and assist on reports to legislature and Commissions. |
| 5% | *Performs other – job related duties as assigned. |

Desirable Qualifications:

- Ability to analyze complex legal principles and precedents, and apply them to legal and administrative issues
- Excellent ability to meet deadlines and work effectively under pressure in a fast-paced environment with shifting priorities
- Ability to work independently in a team environment
- Strong customer service skills
- Excellent interpersonal communication skills (written and verbal)
- Excellent organizational and analytical skills
- Practical experience before the Office of Administrative Law or in litigation challenging regulations
- Ability to develop positive working relationships with various federal, state, and local agencies, and other stakeholders

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Job qualifications and/or conditions of employment: *Approximately 10% of position duties will require travel, occasionally involving overnight stays

"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