STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Assistant Executive Officer, Regulations and Licensing for the Board of Forestry and Fire Protection

Division and/or Subdivision
Forester Licensing

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 HQ

Class Title of Position
Assistant Executive Officer, Foresters Licensing

Position Number
541-002-1238-001

Effective Date

10/01/2026

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	The California Board of Forestry and Fire Protection's (BOF/Board) Professional Forester's Registration Program regulates the practice of professional forestry to protect the public interest and promote responsible forest resource management. It oversees the registration of Registered Professional Foresters (RPFs) and Certified Rangeland Managers (CRMs), including qualification requirements, examinations, license renewals, and disciplinary actions. Under the administrative direction of the Executive Officer, Board of Forestry and Fire Protection (Executive Officer), the Assistant Executive Officer, Foresters Licensing (AEO) oversees the Professional Forester's Registration Program and serves as the Board's technical regulations leader. This includes team management, supervision, and mentoring/developing new staff. This also includes being a key leadership partner in running meetings, managing key projects and workflow, independently supporting the leadership of the Board, and serving as a proxy for the Executive Officer when needed, in coordination with the California Department of Forestry and Fire Protection, the California Natural Resources Agency, the Governor's Office, the Legislature, federal agencies, local governments, tribal governments, professional organizations, and other stakeholders.
30%	*Oversees and coordinates the Board's regulatory activities, including regular and emergency rulemaking, regulatory planning, public engagement, technical and economic analyses, coordination with legal counsel, compliance with the California Administrative Procedure Act, and submissions to the Office of Administrative Law. Provides technical direction and serves as team leader for Forest Practice Rules analysis and recommendations, coordinating the Regulations Program team's activities. *This includes coordinating other key Board priorities, such as the California Vegetation Treatment Program (CalVTP) Subsequent Environmental Impact Report process and other high-priority issues as needed. *Coordinates regulatory implementation planning and evaluation of regulatory effectiveness to support the Board's statutory responsibilities and policy objectives.

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: A valid Registered Professional Foresters License (RPF) in good standing is required.

"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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) **- PAGE 2**	**Working Title of Position** Assistant Executive Officer, Regulations and Licensing for the Board of Forestry and Fire Protection

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	*Oversees administration of California's Registered Professional Foresters licensing program and implementation of the Professional Foresters Law. Serves as Executive Secretary to the Professional Foresters Examining Committee (PFEC), coordinating agendas, twice-yearly examinations, examination scoring, and other PFEC activities. *Coordinates with staff responsible for licensing program administration and committee support, including examination preparation, documentation, and processing of committee actions. *Ensures licensing activities and examination procedures are conducted in accordance with applicable statutory and regulatory requirements and provides recommendations on program administration and improvements.
20%	*Coordinates the administration and execution of Board committee meetings and field trips, including preparing calendars, making necessary arrangements, preparing agendas and supporting materials, and notifying persons required to appear or present. *Coordinates with the Executive Officer, committee members, and relevant program representatives to identify agenda items, develop meeting materials, and facilitate timely consideration of committee business. *Attends committee meetings and advises committees concerning applicable laws, rules, Board policies, committee policies, and policies of the Department of Forestry and Fire Protection and other state agencies. *Serves as lead advisor to the Executive Officer on committee business and recommendations and coordinates follow-up on committee actions and outstanding issues.
15%	*Serves as the Board's senior technical forestry advisor, providing recommendations to the Executive Officer and Board regarding forest management, wildfire resilience, fuels management, forest practice regulation, watershed protection, prescribed fire, reforestation, professional forestry practice, and other natural resource policy issues. *Analyzes complex technical, scientific, regulatory, and policy information to identify issues, evaluate alternatives, and develop recommendations. *Prepares and reviews technical analyses, briefing materials, and policy documents to support Board deliberations, strategic initiatives, and decisions involving forestry and natural resource management. * Provides supervision and workload direction to staff, ensures completion of required training, and monitors compliance with departmental policies and program guidelines. *Assigns and oversees staff work, including special projects, and participates in hiring activities. *Prepares performance evaluations and administers performance management, including preventive, corrective, and disciplinary actions, as appropriate. *Ensures duty statements, expectation memorandums, Individual Development Plans (IDPs), and probationary reports are reviewed and updated annually or as needed. *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 reasonable accommodation.

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
PO-199 (06/16) **- PAGE 3**

Working Title of Position
Assistant Executive Officer, Regulations and Licensing for the Board of Forestry and Fire Protection

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Supports the Executive Officer and Board in establishing organizational priorities, implementing strategic initiatives, evaluating program performance, identifying operational improvements, and ensuring timely completion of the Board's statutory responsibilities. *Coordinates activities across assigned programs to support consistent implementation of Board direction, resolve scheduling or procedural issues, and track progress on key initiatives. *Exercises independent judgment and discretion in analyzing and resolving complex regulatory, policy, operational, and stakeholder issues; identifies potential risks and develops recommendations for corrective actions or improvements.
5%	*Represents the Executive Officer, as assigned, before the Board, legislative committees, state agencies, stakeholder organizations, professional associations, and the public. *Presents and explains Board policies, regulatory proposals, program activities, and technical recommendations; responds to inquiries regarding Board initiatives and regulatory matters. *Coordinates with external entities on Board regulatory activities, forestry policy issues, and program priorities, and communicates relevant stakeholder concerns and recommendations to the Executive Officer for consideration.

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