

California Fish and Game Commission

Meeting Binder



September 3, 2019

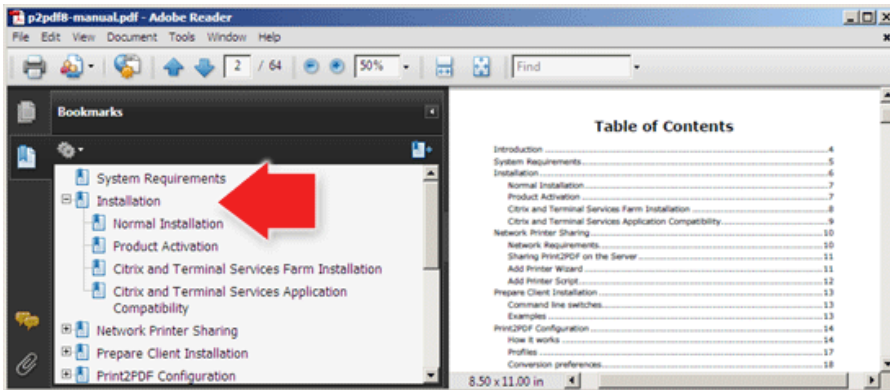
Teleconference

EASY GUIDE TO USING THE BINDER

1. Download and open the binder document using your Adobe Acrobat program/app.
2. If a bookmark panel does not automatically appear on either the top or left side of the screen, click/tap on the “bookmark symbol” located near the top left-hand corner.



3. To make adjustments to the view, use the Page Display option in the View tab. You should see something like:



4. We suggest leaving open the bookmark panel to help you move efficiently among the staff summaries and numerous supporting documents in the binder. It's helpful to think of these bookmarks as a table of contents that allows you to go to specific points in the binder without having to scroll through hundreds of pages.
5. You can resize the two panels by placing your cursor in the dark, vertical line located between the panels and using a long click /tap to move in either direction. ←|→
6. You may also adjust the sizing of the documents by adjusting the sizing preferences located on the Page Display icons found in the top toolbar or in the View tab.
7. Upon locating a staff summary for an agenda item, notice that you can obtain more information by clicking/tapping on any item underlined in blue.
8. Return to the staff summary by simply clicking/tapping on the item in the bookmark panel.
9. Do not hesitate to contact staff if you have any questions or would like assistance.

OVERVIEW OF FISH AND GAME COMMISSION TELECONFERENCE MEETING

- This year marks the beginning of the 150th year of operation of the California Fish and Game Commission in partnership with the California Department of Fish and Wildlife. Our goal is the preservation of our heritage and conservation of our natural resources through informed decision making. These meetings are vital in achieving that goal. In that spirit, we provide the following information to be as effective and efficient toward that end. Welcome and please let us know if you have any questions.
- We are operating under the Bagley-Keene Open Meeting Act and these proceedings are being recorded and broadcast via WebEx.
- In the unlikely event of an emergency, please note the location of the nearest emergency exits at your location. Additionally, for those in the Commission conference room, the restrooms are located outside the front door and down the hall to your left (women's immediately after the elevators and men's further down the hall).
- Items may be heard in any order pursuant to the determination of the presiding commissioner.
- The amount of time for each agenda item may be adjusted based on time available and the number of speakers.
- Speaker cards need to be filled out **legibly** and turned in to the staff **before** we start the agenda item. Please make sure to list the agenda items you wish to speak to on the speaker card.
- We will ask how many speakers we have at each location before taking public comment; please be prepared when your name is called. If you are not in the room when your name is called you may forfeit your opportunity to speak on the item.
- When you speak, please state your name and any affiliation. Please be respectful. Disruptions from the audience will not be tolerated. Time is precious so please be concise.
- To receive meeting agendas and regulatory notices about those subjects of interest to you, please visit the Commission's website, www.fgc.ca.gov, and sign up for our electronic mailing lists.
- All petitions for regulation change must be submitted in writing on the authorized petition form, FGC 1, Petition to the California Fish and Game Commission for Regulation Change, available on the Commission's website.
- **Reminder!** Please silence your mobile devices and computers to avoid interruptions.

INTRODUCTIONS FOR FISH AND GAME COMMISSION MEETINGS

Fish and Game Commission

Eric Sklar	President (Saint Helena)
Jacque Hostler-Carmesin	Vice President (McKinleyville)
Russell Burns	Member (Napa)
Peter Silva	Member (Jamul)
Samantha Murray	Member (Del Mar)

Commission Staff

Melissa Miller Henson	Acting Executive Director
Susan Ashcraft	Acting Deputy Executive Director
Mike Yaun	Legal Counsel
David Thesell	Program Manager
Craig Castleton	Analyst
Sergey Kinchak	Analyst

California Department of Fish and Wildlife

Chuck Bonham	Director
Wendy Bogdan	General Counsel
David Bess	Deputy Director and Chief, Law Enforcement Division
Stafford Lehr	Deputy Director, Wildlife and Fisheries Division
Clark Blanchard	Assistant Deputy Director, Office of Communications, Education and Outreach
Kari Lewis	Chief, Wildlife Branch
Kevin Shaffer	Chief, Fisheries Branch
Craig Shuman	Manager, Marine Region

I would also like to acknowledge special guests who are present:
(i.e., elected officials, including tribal chairpersons, and other special guests)

Commissioners
Eric Sklar, President
Saint Helena

Jacque Hostler-Carmesin, Vice President
McKinleyville

Russell E. Burns, Member
Napa

Peter S. Silva, Member
Jamul

Samantha Murray, Member
Del Mar

STATE OF CALIFORNIA
Gavin Newsom, Governor

Fish and Game Commission



Wildlife Heritage and Conservation
Since 1870

Melissa Miller-Henson
Acting Executive Director
P.O. Box 944209
Sacramento, CA 94244-2090
(916) 653-4899
fgc@fgc.ca.gov
www.fgc.ca.gov

MEETING AGENDA - TELECONFERENCE September 3, 2019, 10:00 AM

California Natural Resources Building
Jim Kellogg Conference Room
1416 Ninth Street, Suite 1320, Sacramento, CA 95814

Members of the public may participate in the teleconference at the address above and at the following California Department of Fish and Wildlife offices:

- Conference Room, 50 Ericson Court, Arcata, CA 95521
- Conference Room, 2825 Cordelia Road, Suite 200, Fairfield, CA 94534
- Conference Room, 3883 Ruffin Road, San Diego, CA 92123

The meeting will be live streamed *for listening purposes only*; visit www.fgc.ca.gov the day of the meeting.

Note: See important meeting deadlines and procedures at the end of the agenda.

Call to order/roll call to establish quorum

1. **Consider approving agenda and order of items**
2. **General public comment for items not on agenda**
Receive public comment regarding topics within the Commission's authority that are not included on the agenda.
Note: The Commission **may not** discuss or take action on any matter raised during this item, except to decide whether to place the matter on the agenda of a future meeting (sections 11125 and 11125.7(a), Government Code).
3. **Closed session to consider staffing**
Consider appointing an executive director to serve as the head of the California Fish and Game Commission's staff. (Pursuant to Section 104, Fish and Game Code)
Note: For this item, the Commission will recess from the public portion of the agenda and conduct a closed session that is not open to the public, as authorized by Government Code Section 11126, subdivision (a)(1). After closed session, the Commission will reconvene in public session, which may include an announcement about action taken during closed session.

Adjourn

California Fish and Game Commission 2019 Meeting Schedule

Note: As meeting dates and locations can change, please visit www.fgc.ca.gov for the most current list of meeting dates and locations.

Meeting Date	Commission Meeting	Committee Meeting
September 10		Wildlife Resources Justice Joseph A. Rattigan Building Conference Room 410 50 D Street, 4 th Floor Santa Rosa, CA 95404
October 8		Tribal Rincon Government Center One Government Center Lane Valley Center, CA 92082
October 9-10	Rincon Government Center One Government Center Lane Valley Center, CA 92082	
November 5		Marine Resources Natural Resources Building 12 th Floor Conference Room 1416 Ninth Street, Room 1206 Sacramento, CA 95814
December 11-12	Natural Resources Building Auditorium, First Floor 1416 Ninth Street Sacramento, CA 95814	

OTHER 2019 MEETINGS OF INTEREST

Association of Fish and Wildlife Agencies

- September 22-25, Saint Paul, MN

Pacific Fishery Management Council

- September 11-18, Boise, ID
- November 13-20, Costa Mesa, CA

Wildlife Conservation Board

- November 21, Sacramento, CA

IMPORTANT COMMISSION MEETING PROCEDURES INFORMATION

WELCOME TO A MEETING OF THE CALIFORNIA FISH AND GAME COMMISSION

This year marks the beginning of the 150th year of operation of the Commission in partnership with the California Department of Fish and Wildlife. Our goal is the preservation of our heritage and conservation of our natural resources through informed decision making; Commission meetings are vital in achieving that goal. In that spirit, we provide the following information to be as effective and efficient toward that end. Welcome and please let us know if you have any questions.

PERSONS WITH DISABILITIES

Persons with disabilities needing reasonable accommodation to participate in public meetings or other Commission activities are invited to contact the Reasonable Accommodation Coordinator at (916) 651-1214. Requests for facility and/or meeting accessibility should be received at least 10 working days prior to the meeting to ensure the request can be accommodated.

STAY INFORMED

To receive meeting agendas and regulatory notices about those subjects of interest to you, please visit the Commission's website, www.fgc.ca.gov, to sign up on our electronic mailing lists.

SUBMITTING WRITTEN COMMENTS

The public is encouraged to comment on any agenda item. Submit written comments by one of the following methods: **E-mail** to fgc@fgc.ca.gov; **mail** to California Fish and Game Commission, P.O. Box 944209, Sacramento, CA 94244-2090; **delivery** to California Fish and Game Commission, 1416 Ninth Street, Room 1320, Sacramento, CA 95814; or **hand-deliver to a Commission meeting**. Materials provided to the Commission may be made available to the general public.

COMMENT DEADLINE

The **Comment Deadline** for this meeting is **noon on August 29, 2019**. Written comments received at the Commission office by this deadline will be made available to Commissioners prior to the meeting.

After this deadline, written comments may be delivered in person to the meeting – Please bring two (2) copies of written comments to the meeting. Written comments may be delivered in person at any of the teleconference locations.

VISUAL PRESENTATIONS/MATERIALS

Visual presentations will not be allowed at this meeting.

SPEAKING AT THE MEETING

To speak on an agenda item, please complete a "Speaker Card" and give it to the designated staff member before the agenda item is announced. Cards will be available near the entrance of the meeting room. Only one speaker card is necessary for speaking to multiple items.

1. Speakers will be called in groups; please line up when your name is called.
2. When addressing the Commission, give your name and the name of any organization you represent, and provide your comments on the item under consideration.

3. If there are several speakers with the same concerns, please appoint a spokesperson and avoid repetitive testimony.
4. The presiding commissioner will allot between one and three minutes per speaker per agenda item, subject to the following exceptions:
 - a. The presiding commissioner may allow up to five minutes to an individual speaker if a minimum of three individuals who are present when the agenda item is called have ceded their time to the designated spokesperson, and the individuals ceding time forfeit their right to speak to the agenda item.
 - b. Individuals may receive advance approval for additional time to speak if requests for additional time to speak are received by email or delivery to the Commission office by the **Comment Deadline**. The president or designee will approve or deny the request no later than 5:00 p.m. two days prior to the meeting.
 - c. An individual requiring an interpreter is entitled to at least twice the allotted time pursuant to Government Code Section 11125.7(c).
 - d. An individual may receive additional time to speak to an agenda item at the request of any commissioner.
5. If you are presenting handouts/written material to the Commission at the meeting, please provide two (2) copies to the designated staff member just prior to speaking.

STAFF SUMMARY FOR SEPTEMBER 3, 2019 TELECONFERENCE

2. GENERAL PUBLIC COMMENT**Today's Item****Information** **Action**

Receipt of verbal public comments for items not on the agenda.

Summary of Previous/Future Actions (N/A)**Background**

Today's agenda item is to receive verbal public comments for items not on the agenda and which are on any matter under the FGC's jurisdiction. Under the Bagley-Keene Open Meeting Act, FGC cannot act on any matter not included on the agenda, except to schedule issues raised by the public for consideration at future meetings.

Comments submitted in writing are traditionally held for receipt at regularly scheduled in-person FGC meetings. Therefore, written comments submitted following the Aug 7-8, 2019 FGC meeting will be received at the Oct 9-10, 2019 meeting in Valley Center.

Significant Public Comments (N/A)**Recommendation**

Consider whether any new future agenda items are needed to address issues that are raised during public comment.

Exhibits (N/A)**Motion/Direction (N/A)**

STAFF SUMMARY FOR SEPTEMBER 3, 2019 TELECONFERENCE

3. CLOSED SESSION - STAFFING**Today's Item**Information Action

Consider appointing an executive director to serve as the head of the California Fish and Game Commission's staff.

Summary of Previous/Future Actions

- | | |
|---|-------------------------------------|
| • Position advertised | Jul 18, 2019 |
| • Final filing date for applications | Aug 14, 2019 |
| • Interviews conducted | Aug 28, 2019; Sacramento |
| • Today appoint executive director | Sept 3, 2019; Teleconference |

Background

As of Jun 2019, FGC has a vacancy in its executive director position, following a nine-month period where former executive director Valerie Termini served at DFW in an acting capacity and was subsequently appointed to the position. Per FGC direction, FGC staff posted an invitation for applications, which was presented during executive session at the Aug 7-8, 2019 meeting, to fill the vacant executive director position (exhibits 1 and 2). The job opportunity bulletin was also advertised broadly, including on stakeholder and partner websites both across California and nationally. During the month-long application period, every California state agency, department, board, and commission was notified of the opportunity. Two Commissioners, President Sklar and Commissioner Murray, conducted interviews of the applicants on Aug 28 in Sacramento to help inform FGC's decision at this meeting.

FGC appoints its executive director (California Fish and Game Code, Section 104). Personnel matters, such as considering whether to hire an individual, can be made in closed session (California Government Code Section 11126(a)(1)). Should FGC make a decision to hire an individual in closed session, the result of that decision shall be reported after reconvening in open session prior to adjournment (California Government Code sections 11125.2 and 11126.3(f)).

Significant Public Comments (N/A)**Recommendation**

FGC staff: Evaluate the candidates that were interviewed and select one if a candidate meets the needs of FGC for an executive director.

Exhibits

1. [Executive director job opportunity bulletin](#)
2. [Executive director duty statement](#)

Motion/Direction

Moved by _____ and seconded by _____ that the Commission offer the position of Executive Director to _____.



The California Fish and Game Commission
invites applications for

EXECUTIVE DIRECTOR

Exempt Appointment – Non-tenured, full-time

Location: Sacramento, California

Job Code#: JC-164289

Position #: 565-001-0771-401

Classification: Executive Director, Fish and Game Commission/Department of Fish and Game

Monthly Salary: \$10,733.00 - \$11,958.00

Final Filing Date: August 14, 2019

Interviews: August 28, 2019 in Sacramento

The California Fish and Game Commission (Commission) is looking for a talented and exceptional executive director to take the helm of a high performing team to support and carry out the mission of the Commission. The position requires a dynamic leader with demonstrated executive-level experience. The position offers unique opportunities and challenges in one of the most beautiful states in the union, while working with a diverse and growing population. Based in the state capitol of Sacramento, the Commission is family-friendly and situated in close proximity to the Napa Valley, San Francisco, Lake Tahoe and other desirable destinations.

California Fish and Game Commission

Established in 1870, the Commission is composed of five members appointed by the Governor and confirmed by the California State Senate. The Commission has a small staff, including the executive director, a deputy executive director, a program manager, two science advisors, and administrative and analytical support personnel. The Commission conducts public meetings throughout the State to, among other things, promulgate regulations for sport fishing and hunting, many commercial fisheries, and designating protected areas; makes listing and delisting determinations for the state's rare, threatened or endangered species under the California Endangered Species Act; sets policy for the California Department of Fish and Wildlife; acts in a semi-judicial role for appeals and accusations; and leases state water bottoms for aquaculture and kelp beds for harvesting.

For more information about the Commission, please visit www.fgc.ca.gov.

Position Description and Duties

The Executive Director is the executive officer for the Commission. This position is exempt: appointment to and service in the position is at the pleasure of the Commission.

Under the general direction of the California Fish and Game Commission, the executive director actively supports and implements a shared vision that emphasizes (1) a healthy, biodiverse and natural California in which native fish and wildlife thrive; and (2) a rich and sustainable outdoor heritage that inspires recreation and enjoyment for all generations.

The executive director oversees and guides the work of a multi-disciplinary team of professional and administrative staff; provides direction to staff for administering a critical, statewide regulatory program and quasi-judicial proceedings; maintains collaborative working relationships with government agencies and stakeholders; maximizes opportunities to educate the public and stakeholders about commission actions; advises the commission on legislation, public policy, meeting its statutory responsibilities, and achieving strategic goals; represents the Commission in negotiations; and provides general oversight for commission operational decisions.

You will find additional information about the job in the [Duty Statement](#).

Desirable Qualifications

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Exhibits a high degree of integrity and ethical behavior by modeling values-based behaviors
- Acts with independence, open-mindedness, flexibility, trust and tact
- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board or commission on complex issues
- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public, and special interest groups
- Experience in identifying, prioritizing and implementing objectives to achieve stated goals
- Experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff
- Exhibits strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential
- Promotes internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals
- Experience with public speaking before large groups and group communication techniques
- Knowledge of the commission and state fish and wildlife programs and policies, and California state government, including the organization and practices of the legislature and executive branch
- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity
- Obtained a baccalaureate or advanced degree in public administration, environmental policy, environmental science, natural science, wildlife or fisheries management, or related field

Special Requirements

Special Personal Characteristics

A thorough commitment to the Commission's mission and vision and core values, strong knowledge concerning leadership and management principles to motivate others to define and solve problems, excellent oral and written communication skills, the highest level of integrity as well as tact and discretion with sensitive and confidential issues, ability to work well on a small team, a judicial temperament, ability to adapt to a continually-evolving environment and thrive in a timeline-driven setting, dependable, and self-motivated.

Working Conditions

Conflict of Interest Code and Statement of Economic Interests Filing

This position is subject to Title 14, Section 782.1, of the California Code of Regulations, the Commission's Conflict of Interest Code regulations. The Political Reform Act requires employees who serve in this position to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1, and within 30 days of leaving office. These statements are publicly accessible documents.

Application Instructions

Completed applications and all required documents must be received or postmarked by the final filing date in order to be considered. Dates printed on mobile bar codes, such as the Quick Response (QR) Codes available at USPS, are not considered postmark dates for the purpose of determining timely filing of an application.

Final Filing Date: August 14, 2019

Who May Apply

This is a non-testing classification; therefore, individuals who are eligible to be appointed to this exempt position by the State of California may apply. Individuals in specific programs, such as the Welfare to Work Program, are encouraged to apply and will be given priority according to the applicable laws and rules. Please note on your application your current participation in these programs.

Applications will be screened and only the most qualified applicants will be selected to move forward in the selection process.

Applicants must meet the minimum qualifications stated in the classification specification(s).

How to Apply

Complete application packages (including your Examination/Employment Application (STD 678) and applicable or required documents) must be submitted to apply for this job. Application packages may be submitted electronically through your CalCareers Account at www.CalCareers.ca.gov. When submitting your application in hard copy, a completed copy of

the application package listing must be included. If you choose to not apply electronically, a hard copy application package may be submitted through an alternative method listed below. If you submit your application electronically, you must provide a print copy of the STD 678 with an original signature using one of the two alternative methods listed below.

Address for Mailing Application Packages

California Department of Fish and Wildlife
Attn: Carolyn Rendon
P.O. Box 944209
Sacramento, CA 94244

Address for Drop-Off Application Packages

Carolyn Rendon
California Department of Fish and Wildlife
1416 Ninth Street, Room 1217-B
Sacramento, CA 95814
Weekdays, 8:00 AM - 4:30 PM

What to Include

The following items are required to be submitted with your application. Applicants who do not submit the required items timely may not be considered for this job.

- Current version of the State Examination/Employment Application Form (STD Form 678), when not applying electronically, or the Electronic State Employment Application through your applicant account at www.CalCareers.ca.gov. All experience and education relating to the minimum qualifications listed on the classification specification should be included to demonstrate how you meet the minimum qualifications for the position.
- Resume or CV is required and must be included.
- Statement of qualifications – A statement of qualifications of no more than two pages describing how your experience and education satisfy the desired qualifications.
- Two letters of professional recommendation.

Applications must be *received by* August 14, 2019. Interviews will be held on August 28, 2019 in Sacramento.

Reasonable Accommodation

Applicants requiring reasonable accommodations for the hiring interview process must request the necessary accommodations if scheduled for a hiring interview. The request should be made at the time of contact to schedule the interview. Questions regarding reasonable accommodations may be directed to the EEO contact listed on this job posting.

Contact Information

The hiring unit contact is available to answer questions regarding the position or application process.

Department Website: www.fgc.ca.gov

Hiring Unit Contact:

David Thesell
California Fish and Game Commission
(916) 654-9903
David.Thesell@fgc.ca.gov

Please direct requests for reasonable accommodations to the interview scheduler at the time the interview is being scheduled. You may direct any additional questions regarding reasonable accommodations or equal employment opportunity for this position to the California Department of Fish and Wildlife's EEO Office:

EEO Office
(916) 653-9089
EEO@wildlife.ca.gov

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice) TTY is a telecommunications device for the deaf, and is reachable only from phones equipped with a TTY Device.

Equal Opportunity Employer

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

It is an objective of the State of California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

Duty Statement

Executive Director California Fish and Game Commission

Position No. 565-001-0771-401

Under the general direction of the California Fish and Game Commission, the executive director actively supports and implements a shared vision that emphasizes (1) a healthy, biodiverse and natural California in which native fish and wildlife thrive; and (2) a rich and sustainable outdoor heritage that inspires recreation and enjoyment for all generations.

The executive director oversees and guides the work of a multi-disciplinary team of professional and administrative staff; provides direction to staff for administering a critical, statewide regulatory program and quasi-judicial proceedings; maintains collaborative working relationships with government agencies and stakeholders; maximizes opportunities to educate the public and stakeholders about commission actions; advises the commission on legislation, public policy, meeting its statutory responsibilities, and achieving strategic goals; represents the Commission in negotiations; and provides general oversight for commission operational decisions.

The executive director is appointed by the commission; the position is exempt from state civil service and reports to, and is supervised and evaluated by, the commission.

Duties and Responsibilities

- 25% **External relations:** Acts as the commission's agent and liaison to, and effectively cultivates collaborative relationships with the Governor's office, legislative offices, state control agencies, media, hunting and fishing conservation groups, environmental non-governmental organizations, and local, state, federal and tribal governments to develop workable solutions to issues; provides leadership and maximizes opportunities to educate the public and stakeholders about commission actions to maintain the state's wildlife heritage and conservation; positively represents the commission and speaks to a variety of groups on commission affairs in conferences, public meetings, workgroups and other external efforts in support of the commission's mission; acts as the communication interface between and among the commission and commission staff; keeps the commission informed of progress of commission programs; and maintains a comprehensive working knowledge of programs and operations for the commission's primary partner, the California Department of Fish and Wildlife.

- 20% **Organizational administration:** Oversees and guides the work of a multi-disciplinary team of professional and administrative staff to ensure that activities of diverse programs are integrated to attain the commission's mission and goals; actively promotes and demonstrates the commission's core values, serving as a role model for building a shared vision and influencing others to translate that vision into action; ensures that staff work is performed accurately, timely, efficiently, and consistent with applicable state laws, regulations, and administrative policies and procedures; provides direction to staff for formulating and implementing objectives; represents the Commission in negotiations on issues within its jurisdiction; ensures execution of sound personnel practices and pursues active recruitment, development and evaluation of staff consistent with the state's equal

employment opportunity, harassment-free, and drug free environment requirements; ensures a safe working environment for staff, including while on travel; develops and monitors the annual budget; approves and tracks expenditures that do not exceed the annual budget allocation; oversees contract negotiations; and takes independent action, as required, to implement Fish and Game Code provisions.

- 20% **Decision-making support:** Participates in developing and activating the commission's mission and vision, goals, objectives, and performance measures; ensures all aspects of meeting and committee support are executed, including developing meeting agendas, coordinating and developing timely and accurate information for informed decision-making, complying with the Bagley-Keene Open Meeting Act and the Administrative Procedure Act, documenting outcomes and necessary future actions or decisions, and securing adequate facilities, methods of travel, and staffing; in the absence of a committee advisor, assumes the role of advisor to the committee; ensures the commission and committees are aware of internal and external factors that could influence decisions and policy development; provides guidance regarding the development, implementation and ongoing review and revision of commission policies for the conduct of the California Department of Fish and Wildlife; and interprets and executes the intent of commission policies.
- 10% **Consultant and liaison to the commission:** Advises the commission on legislation, public policy, meeting its statutory responsibilities, achieving strategic goals, and administrative matters; consults with and secures advice to the commission and its committees on complex legal, policy, regulatory and program issues related to fish and wildlife, many of which are of a sensitive or controversial nature; manages sensitive and confidential commission communications; investigates and reports to the commission on complaints received related to commission regulations, policies or programs and recommends appropriate corrective action; keeps apprised of statewide resource issues and promotes discussions with the commission; and schedules matters that require specific action by the commission.
- 10% **Legislation:** Responsible for identifying the need for and developing legislative proposals and amendments to strengthen the Commission's wildlife heritage and conservation authorities; analyzes new or proposed legislation that impacts the powers, duties and responsibilities of the Commission or that impact state fish and wildlife conservation activities in general; identifies and recommends responses to legislative changes to keep regulations current and consistent with the Commission's mission and goals.
- 5% **Legal:** Confers with staff counsel and deputy attorneys general on issues regarding policy decisions, disciplinary activities, legal opinions, and litigation; oversees the receipt, processing and action on quasi-judicial license and permit revocation and appeal proceedings, including providing legal notification to affected parties and providing certified copies of such actions to appropriate entities as requested; and ensures responses to public information requests are provided pursuant to the Public Records Act and the Information Practices Act.
- 5% **Regulatory program:** Oversees the administration of a critical, statewide regulatory program; provides staff analyses of proposed regulation changes; monitors other state and federal agency regulation changes that may have an impact on Commission authorities or resources; ensures that Commission regulations are promulgated in accordance with the Administrative Procedure Act; and certifies Commission orders and rulemaking files with the Office of Administrative Law for inclusion in the California Code of Regulations.

- 5% Perform administrative tasks, including time tracking, scheduling, attending career development and training programs as appropriate to contribute to professional development and methods for achieving the Commission's mission and goals, and other personal administration.

Knowledge and Abilities

Knowledge of: Methods and techniques of effective leadership, including inspiring and empowering people, building a shared vision, leading change, and strategic planning and implementation; principles and practices of policy formulation and development; principles, practices, and trends of public and business administration, management, and supportive staff services such as budgeting, personnel, and management analysis; principles and practices of supervision, including promoting equal opportunity employment and maintaining a safe work environment that is free of discrimination and harassment; local, state, federal and tribal government functions and organization; and national trends in fish and wildlife resource management.

Ability to: Think strategically and proactively, taking into consideration trends, future needs, challenges and opportunities; inspire confidence and establish credibility with commissioners, staff, legislators, other government agencies, and stakeholders; reason logically and creatively and utilize a variety of analytical techniques to resolve complex problems; gather and analyze data and present a broad range of ideas and alternatives in concise and coherent evaluations, conclusions and recommendations, both orally and in writing; consult with and advise administrators or other interested parties on a wide variety of subject-matter areas; gain and maintain the confidence and cooperation of those contacted during the course of work; promote cross-functional collaboration efforts, coordinate the work of others, and act as a leader for multi-disciplinary teams; communicate effectively with individuals across a broad spectrum of disciplines and at various levels, including commissioners, staff, and elected officials; and speak before large audiences.

Desirable Qualifications

- Exhibits a high degree of integrity and ethical behavior by modeling values-based behaviors
- Acts with independence, open-mindedness, flexibility, trust and tact
- Progressive experience with executive-level leadership, management and problem-solving, especially past success in working for a board or commission on complex issues
- Experience establishing, promoting and maintaining cooperative working relationships with representatives of all levels of government, the public, and special interest groups
- Experience in identifying, prioritizing and implementing objectives to achieve stated goals
- Experience in planning, organizing, and directing the work of multidisciplinary professional and administrative staff
- Exhibits strong interpersonal and mentoring skills, including promoting a high-performance culture where employees are motivated and enabled to perform to their greatest potential
- Promotes internal and external teamwork and cross-functional collaboration and communication in support of an organization's mission and goals
- Experience with public speaking before large groups and group communication techniques
- Knowledge of the commission and state fish and wildlife programs and policies, and California state government, including the organization and practices of the legislature and executive branch

- Administrative experience with government operations and processes, including legislation, regulations, budgeting, personnel, and equal employment opportunity
- Obtained a baccalaureate or advanced degree in public administration, environmental policy, environmental science, natural science, wildlife or fisheries management, or related field