

Staff Summary for August 14-15, 2024

4A. Commission Executive Director Report**Today's Item**Information Action

Receive updates from the executive director and staff on items of note since the previous regularly-scheduled Commission meeting (June 19-20 2024).

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

The Commission employs an executive director to assist in conducting the Commission's operations and ensuring that its wide range of responsibilities and authorities are fulfilled daily. To ensure the ability to maintain functionality in all its capacities, the Commission has delegated various authorities to its executive director, who "...shall report to the Commission at each regular meeting on important delegated actions."

Today's report covers four topics:

- Justice, equity, diversity and inclusion (JEDI) awareness and planning
- Service-based budgeting
- Personnel
- California Environmental Quality Act

JEDI Awareness and Planning

As part of the Commission's JEDI initiatives, staff includes JEDI activities and information in staff and Commission meetings. Today, there are two highlights: Disability Pride Month, Hispanic Heritage Month, and Latino Heritage Month.

Disability Pride Month

Disability Pride Month, celebrated annually in July, is a relatively recent observance with roots in the broader disability rights movement. The concept of pride, often associated with LGBTQ+ communities, was adapted by individuals with disabilities to celebrate their identities and achievements; this shift towards pride and empowerment emerged from a history of discrimination, marginalization, and societal barriers.

The disability rights movement, which gained significant momentum in the latter half of the 20th century, laid the groundwork for Disability Pride Month. Activists and advocates fought for equal rights, accessibility, and independence for people with disabilities. The successes of this movement, including landmark legislation like the Americans with Disabilities Act (ADA), created a foundation for celebrating the diversity and resilience of the disability community.

In celebration and recognition of Disability Pride Month last month, the California Natural Resources Agency held multiple in-person and virtual events to raise awareness of the

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challenges people with disabilities face and the importance of ensuring that state of California employees have the resources and accommodations necessary to succeed.

National Hispanic Heritage Month and Latino Heritage Month



Looking forward to next month, national Hispanic Heritage Month is observed annually September 15 to October 15 to honor the histories, cultures, and contributions of Hispanic Americans. The observance began in 1968 as a weeklong event, and eventually expanded to a month-long celebration during the Reagan administration in 1988. The national theme for the 2024 celebration is *Pioneers of Change: Shaping the Future Together*.

In California, *Latino Heritage Month* is recognized during the same period to celebrate and honor the contributions of Latinos in California. Annually, the California Natural Resources Agency coordinates a large variety of events throughout the state to honor the state's largest ethnic group. For more information, visit <https://resources.ca.gov/Initiatives/Equity-and-Environmental-Justice/Celebrating-Cultural-Diversity/Latino-Heritage-Month>.

Service-Based Budgeting

Now in its sixth year, service-based budgeting (SBB) is a Department initiative identifying tasks necessary to fulfill the Department's mission and statutory requirements. As the Commission's budget is a Department line item, staff participated in the initial, "mission level" survey over five years ago, to determine what resources are necessary for the Commission to meet its mission, including a wide variety of authorities and mandates in California Fish and Game Code, California Government Code, the California Environmental Quality Act, and the Administrative Procedure Act, among others.

The mission level work required detailing all the individual tasks staff complete, which state personnel classifications and/or contracts are required to complete the tasks, estimating how much time each classification contributes to each task, determining how often a task is completed (annually, monthly, weekly, etc.), and applying a multiplier for how many times the task is repeated in the identified time frame (i.e., two regulation change petitions per month, six in-person meetings per year).

Since the initial mission-level reporting five years ago, staff has also contributed to the annual SBB reporting, tracking and uploading data for all the tasks individual staff use throughout the year. Adjustments have been made annually to how the data is collected and reported as staff learned more about and reflected on what data was more detailed than necessary and what needed a more refined approach. Staff completed the annual reporting during the months of May and June this year.

Leveraging five years of data, the SBB initiative now requires a refresh of the mission level information, an effort staff has been participating in since April. The mission level refresh is an important opportunity to take what we have learned about our original estimates of tasks, their frequency, the classifications needed to complete them, and more to identify the current resource needs to meet the organization's mission. For instance, the experimental fishing

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permit program is a new authority for the Commission, yet the related tasks were not reflected in the original mission level data.

Following the mission level refresh effort, a gap analysis will be conducted, focusing on discrepancies between mission-level data and resource needs to meet our statutory obligations and current allocations and resources available to the Commission. Commission staff has collaborated closely with the Department and its contractor to identify gaps, correct reporting errors, and reassess tasks. Staff expects to complete this work in September, aiming ultimately to optimize resource allocation and enhance operational efficiency.

Personnel

In June, staff reported that vacancies challenged our workload for the first half of 2024; however, we are pleased to report that we successfully filled a vacancy and, in mid-July, Tribal Advisor and Liaison Sam Blacklock joined the staff. A northern California native, Sam has a bachelor's degree in political science from UC Davis and master's degree in public administration from CSU Long Beach. Sam spent two years in the Peace Corps in Uganda, working with beekeepers on agribusiness and economic development projects. Prior to joining the Commission, Sam held positions as a management analyst with Placer County and as a grant coordination manager for the California Department of Food and Agriculture, where he was a member of the tribal outreach working group. There, he implemented best practices for grant programs focused on tribal engagement and outreach. More about Sam and the entire team is available in Exhibit 1, a compilation of staff biographies.

In early June, staff conducted interviews for the program manager position, vacated when David Thesell was promoted to deputy executive director. We were unable to hire the top candidate and subsequently the recruitment was canceled. Given the position's broad oversight responsibilities, including personnel, budgeting, procurement, contracting, records management, environmental review, and complex, statewide, rulemaking processes, the position has been re-advertised at a higher classification. The reclassification is expected to attract a stronger candidate pool; interviews are currently scheduled for later this month. That being said, California continues to face fiscal challenges and the Commission is affected by those challenges.

The June passage of the 2024-25 budget included a \$19.1 billion spending reduction in the current fiscal year, achieved through an 8% cut to state operations and elimination of approximately 10,000 unfilled positions. The Commission's small budget is just under \$2.1 million, with the majority of those funds applied to personnel costs for 11.5 positions and temporary/limited-term help. Creating substantial reductions to meet the 8% target will be difficult, though staff began implementing measures in recent months to help achieve the goal. Some of the measures include holding Commission and committee meetings in Sacramento or via teleconference through at least the end of this fiscal year and potentially through fiscal year 2025-26 to reduce venue rental and travel expenses, and leveraging salary savings from recent hires and reclassifying positions. Staff remains committed to contributing to the Governor's stated reductions.

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California Environmental Quality Act (CEQA)

The Commission has delegated authority to its executive director to take actions necessary to comply with CEQA, guidelines generally implementing CEQA, and the Commission's certified regulatory program approved under CEQA, including conducting — or causing to be conducted — initial studies and deciding whether to prepare draft environmental impact reports, negative declarations, mitigated negative declarations, or determinations of exemption. Since the June 2024 Commission meeting, your executive director determined two regulatory actions were exempt from CEQA:

- White sturgeon sportfishing second emergency extension
- Mandatory testing of cervids for chronic wasting disease emergency

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

1. [Brief staff member biographies, dated August 2024](#)
2. [Staff time allocation and activities, dated August 8, 2024.](#)

Motion (N/A)

California Fish and Game Commission

Commission Staff Biographies

August 2024

Executive Director (Commission appointee): *Melissa A. Miller-Henson*

Melissa began her work at the Commission in 2012 focused on organizational effectiveness and efficiency as the program manager, became the deputy executive director in 2017, and then was the acting executive director from September 2018 until appointment by the Commission as executive director in September 2019. She is responsible for creating an environment where the public, scientists, government agencies, and tribal nations can work with the Commission to realize sound stewardship of California's fish and wildlife.

In the first two decades of her career with the state, Melissa worked for the California Natural Resources Agency on various natural resource management issues, including seven years with the Marine Life Protection Act Initiative and a year managing the California Fish and Wildlife Strategic Vision Project. Melissa's experience includes policy analysis, facilitating multi-disciplinary teams, project management, media and stakeholder communications, translating science for policy-makers, and strategic planning.

Melissa received a bachelor's of science degree from UC Davis in environmental policy analysis and planning with an emphasis in environmental toxicology. Her master's in business administration work emphasized public sector and human resources management. She loves spending time with family and friends, puzzles of all types, and outdoor activities — not the least of which are snowboarding, hiking, backpacking, and professional whitewater rafting.

Deputy Executive Director (career executive assignment): *David Thesell*

The deputy executive director focuses on advising the executive director in resolving administrative issues, implementing administrative priorities, aiding the executive director in strategic planning, overseeing Commission meeting preparation, and directing the activities of the Commission's professional staff.

David began with the Commission in November 2017 and serves as a member of the executive leadership team, oversees general administrative functions to ensure the Commission's daily office operations promote accountability, effectiveness and efficiency; administers a statewide regulatory program to meet statutory mandates; renders management advice that impacts Commission programs and policies; oversees development of materials for all Commission meetings; manages special projects; ensures timely response to Public Records Act requests; oversees records management; and provides direction and supervision of regulatory staff.

Previously, David worked for the California Department of Conservation (DOC) for over ten years. He served as deputy chief for the DOC Division of Land Resource Protection, where he was the administrative chief overseeing daily operations and programs dedicated to preserving farmland. In 2012, David was named program manager for the division's various grant programs, which included the department's popular watershed coordinator program, a statewide, bond-funded program to improve natural resource conditions on a watershed basis. He also served as program manager and liaison to the California Strategic Growth Council, to issue grant funds to assist local agencies in adopting sustainable and climate-friendly

strategies into their planning updates. Prior to joining the state, David was a grants and financial manager for a private family foundation in San Francisco.

David earned his bachelor's of science degree in business administration from California State University, Sacramento. A Sacramento native, he enjoys camping with his wife and two daughters, long-distance trail running, and volunteering as a ski patroller with the Eldorado Backcountry Ski Patrol. Since 2011, he serves as an advisory council member for Save the American River Association, a local grassroots environmental organization.

Program Manager (staff services manager): *Vacant*

Serves as a member of the executive leadership team, oversees general administrative functions to ensure the Commission's daily office operations promote accountability, effectiveness and efficiency; administers a statewide regulatory program to meet statutory mandates; renders management advice that impacts Commission programs and policies; oversees development of materials for all Commission meetings; manages special projects; ensures timely response to Public Records Act requests; oversees records management; and provides direction and supervision of regulatory staff.

Marine Advisor (senior environmental scientist specialist): *Susan Ashcraft*

Susan joined the Commission in February 2014 as a senior environmental scientist, where she provides independent guidance and recommendations on a wide range of marine policy and management issues; supports the activities of the Commission Marine Resources Committee; conducts scientific, regulatory and policy review and analysis; and is the Commission's liaison to partners, stakeholders, and the California Department of Fish and Wildlife (CDFW) Marine Region. In 2019 she served as the acting deputy executive director for a year, a responsibility she also held in 2016 for a year.

Prior to joining the Commission, she worked for CDFW's Marine Region for over 16 years on a range of marine fisheries and resource management projects with state and federal agencies and stakeholders, served as a California representative on the Pacific Fishery Management Council Groundfish Management Team, and supported the marine protected areas planning project as supervisor and specialist under the Marine Life Protection Act Initiative. Her many years of service with the Marine Region provide a unique foundational working relationship among Commission and department leadership, project staff, and stakeholders.

Susan received a bachelor's degree from UC Santa Cruz in biology, with an emphasis in marine biology, and completed master's work in marine science at Boston University's Marine Program in Woods Hole, Massachusetts.

Wildlife Advisor (senior environmental scientist specialist): *Ari Cornman*

Ari joined the Commission staff in May 2018 and functions as the staff expert on terrestrial wildlife and inland fisheries for issues throughout the state. Previously, Ari worked on wildlife issues for a tribe in Michigan and worked at the Attwater Prairie Chicken National Wildlife Refuge in Eagle Lake, Texas, where he helped restore endangered bird populations and their habitat. He also worked in the U.S. Fish and Wildlife Service Colorado Field Office and the Mountain-Prairie Regional Office on wetlands, endangered species, waterfowl, wildfire, and regulations. He has studied and coauthored papers on carnivore biology and human-wildlife

interactions. He teaches and facilitates conservation planning and adaptive management using the Open Standards for the Practice of Conservation as a member of the international Conservation Coaches Network.

Ari earned a bachelor's of science degree in ecology and philosophy (dual major) from Juniata College in Pennsylvania and an M.S. in biology from Truman State University in Missouri.

Tribal Advisor and Liaison (staff services manager I): *Sam Blacklock*

Sam joined the commission in July 2024, where he serves as the Commission's tribal advisor and liaison. He provides guidance on issues related to tribal policy and engagement, supports the activities of the Commission's Tribal Committee, coordinates government-to-government consultations with tribes, and serves as the Commission's liaison to California's Native American tribes and tribal communities.

Originally from northern California, Sam graduated from UC Davis with an undergraduate degree in political science. After graduation, he spent two years in Uganda in the Peace Corps working with beekeepers on agribusiness and economic development projects. Sam earned a Master of Public Administration from California State University, Long Beach. Sam returned to public service as a grant coordination manager at the California Department of Food and Agriculture. He joined the department's tribal outreach working group, contributing to grant programs focused on tribal engagement. Following this, he served as a management analyst for Placer County before joining the Commission.

In his spare time, he enjoys exploring new areas to go for a hike or a trail run. Any weekend that he's not out backpacking, he enjoys tending to his garden (some years are more fruitful than others). From his Peace Corps experience he still has the travel bug and has been lucky enough to visit a number of countries over the years.

Marine Scientist (environmental scientist): *Kimberly "Kimi" Rogers*

Kimberly (Kimi) is the Commission's environmental scientist focused on marine issues. Kimi earned her master's degree in marine biodiversity and conservation at Scripps Institution of Oceanography at the University of California San Diego (Scripps) in 2021. She joined the Commission in February 2022 as a California Sea Grant state fellow and returned as a Commission employee in August 2023. As a Sea Grant fellow, Kimi helped coordinate efforts to produce a potential Commission policy for coastal fishing communities. As an environmental scientist, Kimi serves as the Commission's lead for aquaculture and kelp harvesting, the experimental fishing permit program, and other Commission marine topics.

Kimi is originally from Seattle and earned her bachelor's of science in zoology at Washington State University. Her Capstone research at Scripps examined how the European Union's policy to end illegal, unreported, and unregulated fishing influenced seafood trade from Panama to the European Union. While a graduate student, Kimi was a scientific diver, a policy intern at a San Diego non-governmental organization, and a volunteer in a seaweed production lab that aimed to mass produce a red seaweed known to reduce cow methane. Before earning her master's degree, Kimi spent several years as a marine science instructor and trip leader across the country. Her jobs have included teaching students while snorkeling and kayaking on Catalina Island and working with high school participants at a wolf sanctuary

in the backcountry of Colorado. Kimi enjoys spending her time outside. She especially loves body surfing, scuba diving, hiking, and examining the small things.

Administrative Officer and Regulatory Analyst (associate governmental program analyst): *Sherrie Fonbuena*

Sherrie joined the Commission staff in 1998. She reviews, analyzes and develops regulatory documents, with a general focus on marine issues; consults with Office of Administrative Law staff attorneys regarding, and provides research related to, rulemaking files; serves as the administrative officer for the Commission, coordinating documents with the California Department of Fish and Wildlife and advising the executive director on personnel, budget/fiscal and business service activities, and recommending solutions to administrative problems; administers the Commission website; assists in developing regulatory training materials and providing training to other staff; and researches and responds to correspondence.

California Endangered Species Act Analyst and Regulatory Analyst (associate governmental program analyst): *Jenn Bacon*

Jenn joined the Commission in April 2020. In addition to managing a suite of rulemakings, she reviews, analyzes and develops regulatory files related to threatened and endangered species, as well as other subjects related to hunting and commercial and recreational fishing, and consults with Office of Administrative Law staff attorneys regarding, and provides research related to, rulemaking files. She also reviews and processes petitions for listing threatened, endangered and other protected species, and prepares administrative records of regulatory and petitioned actions for court challenges.

Jenn graduated from Sacramento State University with a bachelor's degree in psychology and criminal justice, and a certificate in applied behavioral analysis. She worked for many years as a behavioral therapist, teaching autistic adolescents school curriculum, social, and life skills. She returned to school to earn a master's degree in justice and security. Most recently, before joining the Commission staff, Jenn worked as a data analyst at the California Department of Social Services.

Jenn volunteered for many years at the Folsom Zoo and Sanctuary, assisting with animal rehabilitation and conducting educational outreach. Her husband and she are the proud parents of two non-human boys (a black labrador and a red-tailed boa) and one girl (cat). They enjoy spending time outdoors, traveling, and checking off their national park bucket list.

Regulatory Analyst (associate governmental program analyst): *David Haug*

David has served as a regulatory analyst with the Commission since March of 2021. He graduated from Sacramento State University in 2023 with a master of arts in political science, with an emphasis on the state of California and its political environment. To conclude his undergraduate career at Sacramento State, where he also earned a bachelor's degree in political science, David interned for Lieutenant Governor Eleni Kounalakis, giving him firsthand experience in a supportive capacity to an executive serving on important environmental boards, including the California State Lands Commission and the California Ocean Protection Council.

In his free time, David can usually be found with his face in a book or playing guitar along to his favorite records. He is a passionate aviation enthusiast, flying around the world with virtual airliners on his home flight simulator. And fishing has been part of his life since before (yes, before) he was born; as far back as he can remember, David has fished California's lakes and rivers. He is married to Isabel, a native of Germany, and they enjoy traveling as much as possible, whether on day trips into California's countless scenic attractions or to visit friends and family across the Atlantic Ocean.

Executive Analyst (staff services analyst): *Kelsey Leaird*

Kelsey joined the Commission in February 2024, where she provides support to the executive director, deputy executive director, Commission members, and staff. She arranges travel itineraries, makes travel arrangements, facilitates site management for all Commission and committee meetings, including making reservations for meeting sites, and processes commissioner expense claims.

Prior to joining the Commission, Kelsey worked for the California Department of Fish and Wildlife training team as a management services technician, and at the California Department of Developmental Services as an office technician. Before her state service, she worked on the administrative team for a commercial landscaping company and has many years of experience working in the foodservice industry.

Kelsey enjoys attending theater, crafting, cooking, and taking road trips.

Staff Services Analyst: *Cynthia McKeith*

Cynthia joined the Commission staff in May of 2024.... [pull from an old bios doc]

Seasonal Clerk: *Jessica Shaw*

Jessica joined the Commission staff in November of 2023, where she assists the Commission in its mission of protecting California's fish and wildlife in a wide variety of administrative and supportive functions.

Jessica has years of experience in the private sector performing reception, administrative, and support functions from a wide range of positions in education, nonprofit management, and retail. She earned her associate of arts degree from Brooks College in Long Beach, California. Jessica has spent the last few years teaching art to children in grades K-8. In her spare time, she can be found tending to her cactus and succulent collection, enjoying outdoor activities, and exploring the American River with her two sons, trail walking, or enjoying a good novel.

Legal Counsel (attorney IV assigned to the Commission): *Michael Yaun*

Mike became the Commission's legal counsel in 2015. He provides legal advice to the Commission in both open and closed sessions of all regular, special and emergency meetings. He conducts legal research and provides advice to the commissioners, the executive director, and other Commission staff members on issues before the Commission to help implement direction from the Commission and prepare for Commission meetings. He also coordinates with litigation counsel provided by the California State Attorney General's office.

Prior to working for the Commission, Mike worked for almost 14 years as an attorney for the Florida Fish and Wildlife Conservation Commission. In various roles at the Florida commission, he worked on a wide variety of issues dealing with both state and federal regulation of fish and wildlife; his focus was on state- and federally-listed species.

Mike has a bachelor's degree from the University of Florida and a law degree from Florida State University. When he's not working, Mike loves to explore nature with his wife, usually by trail running, mountain biking, and whitewater kayaking.

2024 Sea Grant State Fellow (contractor): Devon Rossi

Devon Rossi is a recent graduate from the Bren School of Environmental Science and Management within the University of California Santa Barbara. She joined the Commission in February 2024 as a California Sea Grant state fellow. While at the Bren School, she specialized in coastal marine resource management with a focus in environmental communication. She was the communications manager on a cost analysis project that evaluated the financial viability of implementing social and environmental interventions to improve Fiji's longline albacore tuna fishery.

Devon looks forward to working on the implementation process for the coastal fishing communities policy, engaging with our various stakeholders, and further improving her science communication and project management skills.

California Fish and Game Commission
Staff Time Allocation and Activities
August 8, 2024

This report identifies, for the months of June and July 2024, where California Fish and Game Commission staff (including limited term and temporary help) allocated its time in general activity categories, trends in staff time allocation, and examples of specific activities in which staff engaged.

General Time Allocation

Task Category	June Staff Time	July Staff Time
Regulatory Program	8%	8%
Non-Regulatory Programs	3%	3%
Commission and Committee Meetings	39%	25%
Legal Matters	3%	2%
External Affairs	5%	8%
Special Projects	4%	6%
Administration	22%	21%
Leave Time	6%	20%
Unfilled Positions ¹	14%	12%
Total Staff Time ²	105%	104%

¹ *Unfilled positions are skewed downward due to contract and temporary help*

² *Total staff time is greater than 100% due to overtime*

Trends

Time allocations of note for the two-month period are *Commission and Committee Meetings*, *Administration*, and *Leave Time*.

Since transitioning to a hybrid format, staff time dedicated to *Commission and Committee meetings* has significantly increased, typically ranging from 30% to 40%. In contrast, staff time allocated to meetings in 2019 was between 20% and 30% in months containing Commission meetings. As previously reported, hybrid meetings demand full team involvement, both in-person and remotely, compared to committee meetings, which require approximately half the team members to support.

The *Administration* category consisted of staff time for *service-based budgeting* for both the five-year mission level reporting and current-level refresh. Staff continued recruitment efforts for two vacant positions (the program manager and the tribal advisor and liaison) with concurrent interviews in June, and continued onboarding and training of new staff as well as staff in new positions. Finally, staff began the initial work for next year’s California Sea Grant State Fellow program.

Leave Time is uncharacteristically high in July with several staff taking well-deserved “holidays” and other time away from work after a challenging first half of the calendar year. Typically, staff schedule leave time around different breaks between Commission and committee meetings due to the deadline-driven nature of the workload.

Sample Activities for June 2024

- Coordinated discussions with state and federal permitting agencies regarding updated Commission state water bottom leasing processes
- Facilitated an interagency coordination meeting across state and federal agencies regarding a state water bottom lease application
- Coordinated with the California Department of Fish and Wildlife Interagency Chronic Wasting Disease Task Force
- Participated in a SERP (statutory exemption for restoration projects) consultation with the California Department of Fish and Wildlife for the western Joshua tree conservation plan
- Participated in a *Future of California Fisheries in 2050* workshop
- Contributed to a Chile/California conservation exchange to discuss kelp issues and kelp management topics
- Participated in discussions regarding improvements to the service-based budgeting task validation process and continued the mission-level (5-year) refresh for Commission tasks
- Completed annual current-level reporting for service-based budgeting initiative
- Participated in the California Legislature Outdoor Sporting Caucus annual trap and skeet shoot social event
- Conducted interviews and other recruitment activities for the tribal advisor and liaison and program manager positions
- Prepared for and conducted one publicly noticed meeting (Commission) and prepared for a publicly noticed meeting (Marine Resources Committee)

Sample Activities for July 2024

- Coordinated and met with current and prospective aquaculture lease holders regarding current and proposed projects
- Coordinated with the California Department of Fish and Wildlife Interagency Chronic Wasting Disease Task Force
- Engaged in a fishermen’s meeting in Bodega Bay
- Contributed to the quarterly Department-wide regulations coordination meeting
- Continued the mission-level (5-year) refresh for Commission tasks
- Welcomed Tribal Advisor and Liaison Sam Blacklock to the Commission staff and began onboarding activities

- Prepared presentations and other activities related to the California Sea Grant State Fellowship program for 2025
- Participated in the California Natural Resource Agency leaders monthly check in
- Participated in the California Natural Resource Agency tribal affairs monthly check in
- Developed and presented an update to the Offshore Aquaculture Interagency Working Group regarding the Commission’s updated state water bottom leasing processes
- Prepared for and conducted a publicly noticed meeting (Marine Resources Committee) and prepared for two publicly noticed meetings (Tribal Committee and Commission).

Sample Tasks for the General Allocation Categories

Regulatory Program

- Coordination meetings with DFW to
 - develop timetables and notices
- Prepare and file notices, re-notices, and initial/final statements of reasons
- Prepare administrative records
- Track and respond to public comments
- Consult, research, and respond to inquiries from the Office of Administrative Law
- Facilitate CEQA document review, certification of findings, and filing with state clearinghouse

Non-Regulatory Program

- DFW partnership, including jointly developing management plans and concepts
- Process and analyze non-regulatory requests
- Develop, review, and amend Commission policies
- Research and review adaptive management practices
- Review and process CESA petitions

Commission and Committee Meetings and Support

- Research and compile subject-specific information
- Develop and distribute meeting agendas and materials
- Agenda and debrief meetings
- Prepare meeting summaries, audio files, and voting records
- Develop and distribute after-meeting memos/letters
- Conduct onsite meeting management
- Process submitted meeting materials
- Provide commissioner support
- Process and analyze regulation change petitions

Legal Matters

- Public Records Act requests
- California Law Review Commission
- Process appeals and accusations
- Respond to litigation
- Process kelp and state water bottom leases
- Prepare administrative records

External Affairs

- Engage and educate legislators, monitor legislation
- Maintain state, federal, and tribal government relations
- Correspondence
- Respond to public inquiries
- Website maintenance
- Coyote workshops

Special Projects

- Coastal Fishing Communities
- Streamline routine regulatory actions

Administration

- Staff training and development
- Purchases and payments
- Contract management
- Personnel management
- Budget development and tracking
- Health and safety oversight
- Internal processes and procedures
- Document archival

Leave Time

- Holidays
- Sick
- Vacation or annual leave
- Jury duty
- Bereavement
- Administrative time off