

STAFF SUMMARY FOR APRIL 13-14, 2016

15. EXECUTIVE SESSION**Today's Item**Information Action

- (A) Pending litigation to which FGC is a party: See agenda for complete list of litigation.
- (B) Possible litigation involving FGC: listing decisions
- (C) Staffing: consider executive director appointment
- (D) Receipt of hearing officer recommendations on license and permit items:

Summary of Previous/Future Actions

- Appointed Mike Yaun as acting supervisor Dec 9-10, 2015; San Diego
- Appoint acting executive and deputy executive directors Feb 10-11, 2016; Sacramento
- Discussed Executive Director hiring process March 15, 2016, teleconference

Background

- (C) As of Jan 1, 2016, FGC has a vacancy in its executive director (ED) position. Staff used the ED duty statement presented during executive session at the Dec 2015 FGC meeting (Exhibit C1) to prepare the job opportunity bulletin (Exhibit C2) now posted to the FGC website and the California State Jobs website (jobs.ca.gov).

Several candidates have applied. The applications have been provided to each of the Commissioners. President Sklar and Vice-President Hostler-Carmesin conducted interviews with applicants on Tuesday Apr 5, 2016.

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

- (C) *Evaluate the candidates that were interviewed and select one if a candidate meets the needs of FGC for an Executive Director*

Exhibits

- C1. [ED duty statement](#)
- C2. [ED job opportunity bulletin](#)

Motion/Direction

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

DUTY STATEMENT

EXECUTIVE DIRECTOR FISH AND GAME COMMISSION 565-001-0771-401

Under general direction of the Fish and Game Commission, the Executive Director oversees the administration of a critical statewide regulatory program, maintains close contact with legislators, makes operational decisions on budget, personnel, and program management, represents the Commission and performs the following duties.

<u>Percent</u>	<u>Activity</u>
25	Oversees and directs the items that appear on the Commission meeting agenda and coordinates the development of background information on agenda items. Advises the Commission regarding these issues. Briefs the audience on agenda items at the Commission's meetings, facilitates the meetings and assures compliance with the provisions of the Administrative Procedure Act. Conducts public hearings as directed by the Commission. Disseminates information concerning actions of the Commission. Certifies Commission orders and rulemaking files with the Office of Administrative Law for inclusion in the California Code of Regulations.
20	Manages and resolves a wide variety of complex issues, many of which are of a sensitive and controversial nature and which may have legal implications. Represents the Commission in negotiations on issues within its jurisdiction.
15	Maintains liaison with members of the Legislature and legislative committees, the Resources Agency, other boards and commissions, the public, conservation groups, Department administrators, county boards of supervisors and allied agencies, both state and federal. Speaks to a variety of groups on Commission affairs.
10	Responsible for researching and developing for Commission ratification, general policies for the conduct of the Department. Provides interpretation of those policies and ensures compliance.
10	Responsible for legislative proposals and amendments, and being aware of new or proposed legislation that impact the powers, duties and responsibilities of the Commission, and state fish and wildlife conservation activities. Maintains a comprehensive working knowledge of Department programs and operations.

- 7 Schedules and assists in conducting quasi-judicial license and permit revocation and appeal proceedings and provides legal notification to individuals involved. Provides certified copies of such actions to appropriate entities as requested.
- 5 Investigates and reports to the Commission members on complaints received relating to Commission rules, regulations or policies and recommends appropriate corrective action. Keeps apprised of statewide resource issues and promotes discussions with the Commission members.
- 5 Advises the Commission, the Department and the Attorney General's Office regarding the provisions of the Fish and Game Code and related statutes. Schedules matters which require specific action by the Commission. Takes independent action, as required, to implement Fish and Game Code provisions.
- 3 Prepares and administers the Commission's annual budget.



The California Fish and Game Commission
INVITES APPLICATIONS FOR
EXECUTIVE DIRECTOR
FISH AND GAME COMMISSION
EXEMPT APPOINTMENT
SACRAMENTO, CALIFORNIA

MONTHLY SALARY: \$9,634.00 - \$10,734.00

FINAL FILING DATE: Until Filled

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 involves extensive travel throughout one of the most beautiful states in the union while working with a diverse, growing and exciting population of citizens.

FISH AND GAME COMMISSION: Established in 1870, the Commission is composed of five members, appointed by the Governor and confirmed by the Senate. The Commission has a small staff, including the Executive Director, Deputy Executive Director, a Program Manager, and administrative and analytical support personnel. The Commission conducts public meetings throughout the State to promulgate regulations for sport fishing and hunting, many commercial fisheries, threatened and endangered species, wildlife areas and ecological reserves; set policy for the Department of Fish and Wildlife; and accept mitigation lands on behalf of the State.

POSITION DESCRIPTION: The Executive Director is the executive officer for the Commission. Appointment to and service in the position is at the pleasure of the Commission.

The Executive Director oversees the administration of a critical statewide regulatory program; under the direction of the Commission sets meeting agendas; schedules and assists in conducting quasi-judicial license and permit hearings; maintains close contact with and briefs legislators; makes operational decisions on budget, personnel, and program management; represents the Commission in negotiations on issues within its jurisdiction; and is accountable for the overall operations of the Commission.

DESIRABLE QUALIFICATIONS: College degree in a natural resources field; executive management experience, especially past success in working with a board or commission; familiarity with California government operations and processes, including legislation, promulgation of regulations, budgeting, administration and personnel; ability to establish and maintain cooperative working relationships with representatives of all levels of government, the public, and special interest groups; and public speaking experience.

SPECIAL PERSONAL CHARACTERISTICS: A thorough commitment to the Commission's mission and vision, strong leadership skills 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, ability to work well on a small team, a judicial temperament, ability to thrive in a timeline-driven environment, dependable, and self-motivated.

APPLICATION INFORMATION: Interested persons should submit the following: A standard State Application Form (STD 678) (<https://jobs.ca.gov/Profile/StateApplication>) with original signature; a one-page Statement of Qualifications describing how his or her experience and education satisfy the desired qualifications; a current resume; and two letters of professional recommendation. If you have any questions, please contact Sherrie Fonbuena in the Commission office at (916) 653-4899. Please send your application and related information to the following address:

CALIFORNIA FISH AND GAME COMMISSION
ATTN: SHERRIE FONBUENA
1416 NINTH STREET, ROOM 1320
SACRAMENTO, CA 95814

"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."