STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Regional Forestry Assistant Specialist (FAS) (FAII)

Division and/or Subdivision
Resource Protection & Improvement, Sac. H.Q.

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, CA

Class Title of Position
Forestry Assistant II

Position Number
542-720-1093-019

Effective Date
July 1, 2015

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
	Under the supervision of the Regional Forestry Asistance Specialist (Forester II), Forestry Assistant II (FAII) is responsible for assisting with the delivery of the service forestry program activities throughout the Region. FAII will perform similar functions to a Forester I in this position, however the FAII will not have the same ability to make complex decisions regarding forestry activities, and will be working under the supervision of a licensed Registered Professional Forester who will oversee all technical aspects of the FAII work products.
35%	SPECIFIC DUTIES: Coordinate Cost Share and Grant Programs: *Assist with administration of service forestry programs including California Forest Improvement Program (CFIP) and other cost share programs in the CAL FIRE Northern Region Unit(s) and throughout the State as necessary. Perform needed field work regarding the CFIP contracts. Works under the supervision of an RPF and assists landowners and stakeholder agencies to apply the range of programs, grants and funding sources to improve resource values. Coordinate with resource staff in neighboring units and region office to process CFIP, Environmental Quality Improvement Program (EQIP), and other forest assistance program applications, and administer contracts and complete necessary documentation. Helps to prioritize areas to be treated and develop appropriate projects. Maintain a working knowledge of the principle of fire ecology as necessary to support the Fire Plan with resource management programs.
	*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:

"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 Regional Forestry Assistant Specialist (FAS) (FAII)

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
35%	Provide Landowner Assistance: *Provide technical forestry advice and financial assistance to landowners throughout the State as Unit needs and staff require. Assist with accurate forestry advice for landowner inquiries received by the Regional Forestry Asistance Specialist (Forester II), Review, process and maintain records for all applications, contracts and invoices for funded projects. Conduct field and environmental review on behalf of Regional Forestry Asistance Specialist (Forester II), for all projects. Respond to questions and requests from RPF's landowners and outside agency staff. Speak on a wide range of resource management issues and represent the Department at meetings of interested groups such as watershed councils, Resource Conservation Districts and Fire Safe Councils.
20%	Forest Practice: *Assist with inspecting operations for compliance with the Forest Practice Act, Board rules, State Forest and Fire laws, and environmental statutes and take formal or administrative enforcement actions as necessary. *In accordance with Department policy assist with inspection of active timber operations for compliance and effectiveness. *Establish working relationships with all responsible parties (licensed foresters, timber operators, landowners and industry, etc.) for timber operations to prevent violations of laws and rules and requires correction when violations are discovered. *Assist with appropriate enforcement action for flagrant, severe, and chronic violations. *Assist with development of site specific measures and actions to mitigate environmental damage resulting from violations. *Assist with Inspection of completed timber operations for compliance with stream protection, erosion, slash treatment, stocking and other rules as related to the specific harvest document. *Under the direction of the Regional Forestry Assistance Specialist (Forester II), conduct stocking sampling when necessary to assure compliance with Forest Practice Act and Board rule stocking requirements.
10%	Other Job Related Duties as Required: *Responds to emergency incidents as qualified. * Maintains proficiency, qualification, and experience standards, including but not limited to the Incident Command System - Position Qualification System, in accordance with applicable laws, rules, and departmental policy. *Completes Resource Management training per Procedures Handbook Section 4020.50 and applicable training guide for position. *Maintain professional qualifications through training, conference attendance, professional / scientific committee participation, and reviewing scientific literature.
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