STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

Working Title of Position
Forestry Assistant II– Nursery Operations Assistant Manager

Division and/or Subdivision
L. A. Moran Reforestation Center

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
Davis, CA

Class Title of Position
Forestry Assistant II

Position Number
542-720-1093-xxx

Effective Date
January 1 2018

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 Forester II LA Moran Reforestation Center Supervisor, this position is responsible for assisting with managing all nursery related activities involving but not limited to sowing, growing, processing, storage, distribution and sales of forest and woodland plant species seedlings grown at either LA Moran and/or offsite contract growing. Duties and Responsibilities:
45%	* Be responsible for assisting with all aspects of nursery production based upon projected statewide reforestation needs. *The position will directly support annual tree planting operations through outreach to nursery customers, private landowners, and agency cooperators. *Based upon statewide field coordination with other reforestation professionals, the Forestry Assistant II (FAII) will determine the amount and species of seedlings to be grown annually in response to wildfires, drought, and climate change effects. *The FAII will be responsible for assisting with taking, tracking, and in some cases delivery of seedling orders to customers.
25%	* Will travel from L.A. Moran to remote reforestation locations including post-fire rehabilitation sites, and areas heavily impacted by drought and climate-related tree mortality. *The FAII will be expected to monitor these and other potential planting locations in the field for seedling attrition assessment and long-term reforestation trend forecasting.
	*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

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PO-199 (06/16) **- PAGE 2**

Working Title of Position
Nursery Operations Assistant Manager

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*May assist with issuing direction to permanent and seasonal staff and other workers in the nursery operations and occasionally for cone and seed processing staff including Forestry Assistants, Forestry Aides, Conservation Camp crews and volunteers. *Assists with periodic site safety inspections. Performs other duties as required.
10%	*Conduct cone supply purchasing and seed zone reconnaissance to determine whether it is the appropriate time to collect the seed. *Collect the cones, or supervise collections completed by third parties.
5%	Responds to emergency incidents as required per Incident Command System (ICS) qualifications.

*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.

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Job qualifications and/or conditions of employment: Obtains training and maintains qualifications and certificates to operate all nursery equipment required and becomes and/or maintains a CAL FIRE carded qualified purchaser and Cal-Card holder. 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.

"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