

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Health Project Specialist	
		Division and/or Subdivision Climate and Energy	
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 Forester I	
		Position Number 542-720-1054-030/031/032	
		Effective Date January 1, 2019	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	<p> The Department of Forestry and Fire Protection's (CAL FIRE's) Resource Management Climate and Energy Program represents the Department on climate change and forest bioenergy topics and manages funds from the Greenhouse Gas Reduction fund allocated to the Department for grant programs. Under the direction of the Forester II (Forest Health Grant Project Coordinator) at Sacramento Headquarters; the Forester I (Forest Health Project Monitoring) will take independent action to monitor Forest Health Grant Program projects and conduct associated tracking and administrative work. Employee will take full responsibility for working with grantees and contractors by providing technical assistance, monitoring, grant administration and education. Employee may act as a lead in the program for a geographic area as designated. </p> <p> Grant Tracking: *Initiate grant and contract project monitoring and tracking for assigned projects by reviewing and confirming program reporting such as; acres treated and progress made towards inconsistent deliverables as listed in the grant agreement. *Process invoices by reviewing, confirming work done, attaching all California Environmental Quality Act (CEQA) documentation, and California Climate Investments (CCI) program reporting rules. Conduct implementation audits pursuant to the requirements of the funding source of the project(s) and provide completion reports to the grant program. *Provide technical assistance, education, and guidance to grantees and contractors. </p> <p> *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. </p>		
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: Registered Professional Forester License required. Completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policy. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. The incumbent is required to wear respiratory protection equipment, including Self-Contained Breathing Apparatus – (SCBA). The use of such equipment may place a physiological burden on the incumbent that varies with the type of equipment used, the job and workplace conditions in which the equipment is used, and the medical condition of the incumbent. As such, CalOSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. This clearance process consists of a comprehensive medical evaluation including a review of the incumbent's medical history, a complete physical examination, and vision, hearing, spirometry, and exercise treadmill tests. Willing to act as Resource Management Duty Officer at HQ. May be subject to working nights, weekends or holidays in support of emergency incidents.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

Working Title of Position
Forest Health Project Specialist Forest Health
Project Specialist Forest Health Project
Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
20%	<u>Grant Solicitation and Grantee Support:</u> *Solicit interest in grant programs via outreach with potential applicants for grant assistance during project development. *Assist in planning of grant projects by identifying local issues and synergies and connecting interested parties, consulting with applicants on fit for project with grant program, and providing technical assistance on planned treatments. *Assist in implementation of grant projects by serving as main contact for implementation questions and information flow between applicant and Program.
15%	<u>Grant Project Monitoring, Inspection, and Quality Control:</u> *Conduct field inspections, surveys, monitoring, and or meetings to insure grant projects or contract projects are progressing and meeting program requirements. Initiate discussion and/or actions to compel grantees and/or contractors to meet obligations under the projects. Make recommendations to the Forest Health Grant Program Coordinator about necessary actions to successfully complete grant projects or contract projects.
10%	<u>Program Public and Professional Education:</u> *Independently begin preparation of and presentation of professional and educational materials related to the Forest Health Program, including, but not limited to; web based formats; public speeches; written articles; or displays at trade shows, conferences and meetings.
10%	<u>Special Projects and Collaborative Efforts:</u> *Under direction, carries out complex special assignments (policy, projects, etc.) collaborating with partner organizations and/or other state or federal agencies as assigned by the Forest Health Project Grant coordinator. Such assignments may be on behalf of the Forest Health Program or other Resource Management programs.
5%	<u>Emergency Response:</u> *Incumbents with appropriate training, Incident Command System (ICS) qualifications, experience and certifications may respond to emergency incidents as required per Department Policies.
5%	<u>Training:</u> *Completes Emergency Response, Resource Management, and other applicable training per Department Policies and applicable training guide for position.
5%	<u>Other duties:</u> Other job related duties as required, in accordance with the class specification.
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Employee Signature	Date	Supervisor Signature	Date
Personnel use only		<input type="checkbox"/> Posted to Directory <div style="text-align: center;"> _____ Initials and Date </div>	