STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16)	Working Title of Position Seed Bank/Nursery Operations Specialist Division and/or Subdivision Resource Protection & Improvement, Sac. HQ
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 Lewis A. Moran Reforestation Center (LAMRC) Class Title of Position Forestry Assistant II, Range A Position Number 542-720-1093-004 Effective Date September 2019

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 direct supervision of the Division Chief – Reforestation Services Manager, this position is responsible for assisting with all activities at the Reforestation center including but not necessarily limited to survey, collection, processing, testing, storage and stratification for tree cones and seed; assisting with the propagation and growing of seedlings; serves as lead for seasonal staff, conservation camp crews and volunteers; assists with design of and maintenance of Reforestation Center facilities including maintenance and use of tools and equipment; purchasing; and develops, initiates and maintains special projects and research projects on Center grounds.
30%	*Assists in coordinating operations related to the processing of cones and seed including determination of species-specific cone and seed processing regimes (including species for which processing methods are unknown), organizes and prioritizes cone and seed processing activities including disbursement of cone collection supplies, receipt of cone deliveries, cone sampling, cone cutting tests, after-ripening of cones, turning cone sacks, preparation of cones for drying, drying cones via solar or kiln drying, tumbling cones for seed extraction, spent cone handling including measuring volumes and supervising vendors that purchase them, screening seed, dewinging seed, upgrading seed with air separation equipment, hand cleaning seed and other processing methods as required to handle cones and seed of all species handled by the Center. *Assists with development of new processing and material handling and tracking methods. *Acts as lead when lead Forestry Assistant II-Seed Operations is unavailable. *Operates equipment associated with the above including forklift, tumbler, kiln, dewinger, screen machines, X-ray and developer, air separators, balances, bander, air compressors, generators and other equipment. *Assists with cone, seed and seedling studies and research activities.
	*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: The incumbent may be 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. Certified Basic Purchasing training including P-Card.

"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 Seed Bank/Nursery Operations Specialist

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
30%	*Assists in all aspects operations related to the nursery including propagation, sowing and growing of seedlings including operation of greenhouse equipment such as irrigation and fertilization systems, heating and cooling systems, and lighting; prepares and keeps record of germination rates, fertilizer regimes, irrigation regimes, sales records and receipts of seedlings sold or otherwise distributed by LAMRC.
15%	*Assists with purchasing of supplies, materials and services needed for the operation of LAMRC. *Assists with managing contractual and MOU agreements with entities who use the Center resources for propagation of native plants and assists with promotion of progressive and innovative uses of the Center lands outside of the seed processing areas.
10%	*Assists with the maintenance of all LAMRC machinery and facilities including all cone and seed processing equipment, testing and storage equipment and facilities including diagnosis of problems, locating vendors, obtaining bids, arranging services and supervising vendor's work. Facilities include the cone pole building, the kiln building, the seed processing building, the seed testing and storage building, 5 specialized refrigerated storage units, several storage units, the full array of processing and testing equipment, site mobile equipment, nursery building, greenhouses and shadehouse. *Assists with design of facility improvements and equipment prototypes. *Evaluates proposed cone and seed processing equipment acquisitions. Assists with repairs of facilities and equipment.
10%	*Assists with training of and serves as occasional lead to seasonal staff and unskilled crews in all cone and seed processing work and nursery operations, including Forestry Technicians, Forestry Aides, volunteers, and conservation camp crews.
5%	*Outside of cone season (July-Nov), responds to emergency incidents as workload allows. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.
	*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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