

Current

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/18)		Working Title of Position Vegetation Management Program Forester	
		Division and/or Subdivision Southern / Madera-Mariposa-Merced Unit	
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 5366 Hwy 49 North, Mariposa, CA 95338	
		Class Title of Position Forester II (Supervisory)	
		Position Number 542-414-1042-001	
		Effective Date 5/1/2018	
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 general supervision of the Unit Chief, the State Responsibility Area (SRA) Vegetation Management Program(VMP) Forester II (Supervisory) serves Departmental objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fire prevention programs and techniques. Department objectives are met by the performance of a variety of duties as described below.		
	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities:		
30%	SUPERVISION RESPONSIBILITIES: *Directly supervises the Madera Mariposa Merced Unit (MMU) Forester I. *Plans, organizes, and directs the activities and reviews the work of the MMU Forester I. *Periodically reviews the performance of subordinate. *Initiates progressive discipline per Departmental policy when necessary. *Ensures that subordinate receives required training and maintains required <u>credentials and skills over time.</u> *Responsible for the MMU Forester I duties when they are unavailable.		
15%	SRA FIRE PREVENTION PROJECT RESPONSIBILITIES: *Prepares complex and difficult Unit fire prevention projects. *Reviews Unit fire prevention projects ensuring state or state funded fire prevention projects within the Unit comply with the Unit Fire Plan, Strategic Plan, and Community Wildfire Protection Plans. *Performs pre-project field reviews, prepares and reviews project and <u>California Environmental Quality Act (CEQA) documents for VMP, cost share contracts, grants and other fire prevention projects.</u> *Reviews financial information and CEQA and archaeological documentation for completeness and legal requirements. *Ensures compliance with CEQA including the proper use of various environmental documents and processing through Environmental Protection Program chain of command. *Interacts with Region and Unit staff to ensure uniformity in fire prevention project document content and quality control. *Forwards project information to the Region SRA VMP Program Manager.		
	*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: Maintains the Arduous Fitness Standard in accordance with Department policy. The incumbent is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, CALOSHA requires the incumbent to be annually medically cleared to be fit-tested for respiratory protection equipment. May be required to work irregular work hours and days, including weekends and holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature Personnel use only		Date <input type="checkbox"/> Posted to Directory	Supervisor Signature Date Initials and date

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position

Vegetation Management Program Forester

Percentage of Time
Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

15%

INSPECTION AND MONITORING RESPONSIBILITIES: *Ensures adequate fire prevention project implementation by directing Unit staff and coordinating with Region SRA VMP Program Manager and with stakeholders. *Performs periodic reviews of fire prevention projects. *Assists fiscal program staff in managing grants and contract documents, budgets, and invoices. *Assists the Unit Pre Fire Engineer in entering data into CALMAPPER.

15%

PROJECT IDENTIFICATION AND COORDINATION RESPONSIBILITIES: *Consults and coordinates with CAL FIRE Unit staff, Conservation Camps, Fire Safe Councils, Local Government, Resource Conservation Districts (RCD), landowners, and other interest groups on potential fuel reduction projects in the SRA. *Attends meetings with local stakeholders (e.g., Fire safe councils, Local Government, RCDs, and other interested parties) and meets with landowners to communicate fire prevention project funding opportunities and ensures stakeholder involvement in project identification. *Coordinates with Region Program Management to determine project priorities.

15%

UPDATE AND REVIEW RESPONSIBILITIES: *Coordinates with Unit Fire Protection and State Fire Marshal Pre-Fire Management staff to maintain integrated fuels management and fire prevention programs. *Functions as Unit liaison between Resource Management, Fire Protection and State Fire Marshal Office for fire prevention projects. *Serves on teams assembled for updates to Unit Fire Plans, SRA maps and FHSZ maps.

10%

OTHER RESPONSIBILITIES: *Responds to emergency incidents per Incident Command System (ICS) qualifications. *Maintains proficiency, qualification, and experience standards (pursuant to Procedures Handbook Section 4039-4039.5 Incident Command System -- Position Qualifications System) *Completes Resource Management training per Procedures Handbook Section 4035 and applicable training guide for position. *Acts as the Unit Duty Chief on a rotational basis. Other duties as assigned.

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Job qualifications and/or conditions of employment: May be required to complete all training and maintain status as a Department Public Officer or Peace Officer including completion of POST (Peace Officer Standards Training). 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.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date



CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

MADERA-MARIPOSA-MERCED UNIT FORESTER I

SALARY: \$5,590 - \$7,070

WHAT?

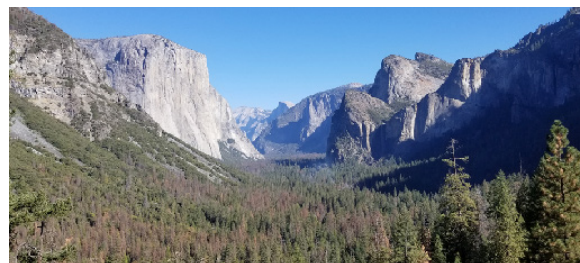
- Plan and manage fuel break projects in chaparral oak woodland and forest environments.
- Participate in broadcast burning projects throughout the unit.
- Inspect THPs and exemptions throughout the Sierra Lower and Upper Montane forests.
- Meet community leaders while working with local Fire Safe Councils and other groups.



◀ Scan for more info

WHERE?

- Recreational opportunities in nearby Yosemite National Park and the Sierra National Forest.
- Enjoy the four seasons and moderate weather in our mountain communities.
- Affordable housing is common in the cities and towns within our unit.



BENEFITS

Medical Benefits

- Health
- Dental
- Vision

Retirement Benefits

- CALPERs Safety Retirement
- Optional Savings Plus Program (401K/457)

Leave Benefits

- 12 Holiday earned per year
- Choose Vac/Sick or Annual Leave
 - ◊ Vacation earned at 8-15 hrs. per month
 - ◊ Sick earned at 8 hrs. per month - unlimited carry over
 - ◊ or Annual Leave earned at 10-20 hrs. per month

Additional Pay Benefits

- Education Pay Differential of \$75 per month
- Fire Mission Pay of 5% per month during summer preparedness