STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position
Supervising Forest Practice Inspector

Division and/or Subdivision
Mendocino Unit

Location of Headquarters
Willits

Class Title of Position
Forester II (Supervisory)

Position Number
542-113-1042-007

Effective Date

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
45%	Under the general direction of the Program Manager (Forester III), implements the Forest Practice Program and enforces the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resources Code. Obtains compliance with rules, laws and regulations through field inspections, enforcement actions, and consultation with timber operators, Registered Professional Foresters (RPF), landowners and the general public. Inspection and Enforcement *Manages and directs the administration of the Forest Practice program within the assigned area. *Audits and reviews program effectiveness within assigned area and institutes changes in accordance with Departmental policy. *Recommends and provides policy and program changes through the chain-of-command to enhance the effectiveness of the Forest Practice Program. *Supervises and directs subordinate staff in the Unit. *Plans, organizes, and directs the activities and reviews work of subordinate personnel. Periodically reviews the performance of subordinates. Ensures that subordinates receive required training and maintain required credentials and skills over time. *Directs staff in Forest Practice enforcement and initiates action when necessary compiling evidence, reports, and recommendations for those actions in consultation with the Resource Management Law Enforcement Coordinator. *Inspects timber operations for compliance with the Forest Practice Act, Board rules, State Forest and Fire laws, and environmental statutes and takes formal or administrative enforcement actions as necessary. * Inspects active timber operations for compliance and effectiveness in accordance with Department policy. *Consults and establishes a working relationship with all responsible parties (licensed foresters, timber operators, landowners and industry, etc.) for timber operations to prevent violations of laws and rules and requires corrective mitigation to prevent environmental damage when violations are discovered. *Identifies, investigates, and initiates appropriate enforcement action for flagrant, severe, and chronic violations. * Oversees subordinate staff in the development of site specific measures and actions to mitigate environmental damage resulting from more complex violations. *Coordinates with the Forester II Law Enforcement Supervisor in filing complaints for misdemeanor violations and appears in court as the arresting officer and principle or expert witness for the State in its actions. *Oversees the investigation of more difficult complaints and cooperates with Department civil actions, other agency law enforcement efforts, and RPF disciplinary actions. * Ensures completed timber operations within assigned area are in compliance with stream protection, erosion, slash treatment, stocking and other rules as related to the specific harvest document. *Conducts stocking sampling when necessary to assure compliance with Forest Practice Act and Board rule stocking requirements. *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: 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 is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. 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	Date	Supervisor Signature	Date

Personnel use only ☐ Posted to Directory Initials and date

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Working Title of Position
Supervising Forest Practice Inspector

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	Harvest Document Review *Performs more complex review and directs subordinate staff in the review of harvest documents and other reports. *Receives, reads, and reviews all harvest documents assigned for designated work area. *Reviews all timber harvest plans, Non-Industrial Timber Management Plans (NTMP), and plan amendments and conducts pre-harvest inspections as needed. *Provides recommendations to the Director to ensure conformance with the Forest Practice Act and Board rules. *Organizes, plans, and conducts pre-harvest inspections in the field with representatives of the project and other reviewing agency personnel. *Prepares and writes clear, concise, and complete reports including evaluation of environmental conditions and recommendations for changes to bring plans into conformance with the Forest Practice Act and Board rules. *Oversees and reviews the reports and documentation of subordinate staff.
15%	Program Administration *Assists with policy development for program administration in cooperation with Unit, Region, and Sacramento Program staff. *Conducts frequent review of program effectiveness within the Unit and assigned area. *Initiates, writes and provides recommendations on policy changes through the chain-of-command. *Writes inspection reports and related documents, compiles and maintains administrative reports, maintains records, answers correspondence, speaks before groups and participates in meetings in connection with forest practice program matters.
15%	Resource Management Second Review *Reviews pre-harvest inspection (PHI) reports, registered professional forester responses to First review team questions and PHI recommendations, and the timber harvest plan record for conformance with the Forest Practice Act and the Rules of the Board of Forestry. Conducts Second Review of timber harvest plans within the unit.
10%	Other *Responds to emergency incidents as required per Departmental policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Completes Resource Management training per Departmental policy and applicable training guide for position. Other related duties as assigned. *Assist MEU Environmental Scientist with CEQA review documents and vegetation management plans for the unit VMP program.
	Desired knowledge and abilities The Supervising Forest Practice Inspector must have thorough knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber, management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying and forest ecology. Also required is a thorough knowledge of the Forest Practice Act, Board rules, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest, and Fire Laws. Complete the California Board of Forestry and Fire Protection Certified Archaeological Surveyor training program and maintain certification. Must have a thorough knowledge of law enforcement principles and techniques. May be required to obtain and maintain status as a Department Peace Officer. *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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