

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Unit Forester	
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.		Division and/or Subdivision Humboldt-Del Norte Unit	
		Location of Headquarters Fortuna	
		Class Title of Position Forester III	
		Position Number 542-111-1041-001	
		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.		
30%	<p>Under the direct supervision of the Unit Chief of Humboldt-Del Norte Unit, the Unit Forester (Forester III) provides technical and administrative supervision of the Resource Management Program and is responsible for program effectiveness within the Unit. The Resource Management Program within the Humboldt-Del Norte Unit primarily consists of CAL FIRE functions, primarily Forest Practice, including archeological review, that is funded by the Timber Regulation and Forest Restoration Fund. At times there will be needs to cooperate and assist with Service Forestry functions, including but not limited to, the California Forest Improvement Program, the Federal Forest Incentive Program, Rural Forestry Assistance, and other special program elements and functions as may be developed or assigned to this program. The Unit Forester will:</p> <ul style="list-style-type: none"> <li>*Directly supervise and provide administrative support, including required and enhancement training, for assigned employees and any other positions which may be assigned to the Resources Management Program by the Unit Chief.</li> <li>*Ensure assigned employees comply with specific program, financial, safety, personnel, and professional goals and standards.</li> <li>*Monitor and provide technical supervision and coordination for assigned professional employees to ensure that specific program objectives are met. Responsible for timely field work and documentation associated with harvest documents required under the Forest Practice Act.</li> <li>*Coordinate with appropriate environmental enforcement agencies, including District Attorneys, to assure compliance with California environmental protection laws and regulations.</li> </ul>		
30%	<ul style="list-style-type: none"> <li>*Receive, assign, and be responsible for timely processing of all CEQA land use planning and other environmental documents referred for Resource Management Program input. Be responsible for technical assistance to the Unit Pre-Fire Planning Battalion and Vegetation Management Program. Assist fire protection personnel in formulation of project environmental safeguards and be required to assume primary responsibility for assessment and protection of resource values.</li> </ul> <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>		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: Position requires a five-day, eight hour per day work schedule.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
Personnel use only	<input type="checkbox"/> Posted to Directory	Initials and date	

Working Title of Position  
 Unit Forester

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

10% \*Prepare timely reports and studies necessary and appropriate for program performance evaluation and measurement, including records and correspondence. \*Maintain communication with Sacramento as well as Regional Resource Management Program staff to ensure program consistency at the Unit level.

10% \*Train for and participate in the Department's emergency response mission tasks as required. \*24-hour per day availability for emergency response will be necessary at times during any time of the year. \*Permanent assignment to a CAL FIRE Emergency Incident Management Team may be required. \*Emergency assignments of extended duration, within and out of the Unit, will be required.

5% \*Communicate and coordinate Resource Management personnel with the Unit fire protection program to ensure appropriate emergency response availability of assigned staff.

5% \*Manage the Unit Resource Management, Unit Forester, and Archeology budgets in conformance with Departmental policy and Unit Chief direction. Assist the Unit and Region in development and execution of the budget policy and expenditures for the Unit's Resource Management Program.

5% \*Represent the Unit Resource Management programs, both publicly and internally, when appropriate or requested by the Unit Chief. Maintain effective working relationships with other State and Federal environmental protection agencies as well as local government agencies. Maintain effective working relationships with forest landowners in the Unit.

3% \*Perform other duties as assigned or delegated by the Unit Chief.

2% Cooperate and assist with CAL FIRE Service Forestry functions. Responsible for effectiveness of Resource Management clerical support staff.

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Working Title of Position  
 Unit Forester

Percentage of Time  
 Required

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The Forester III (Unit Forester) 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 status of the incumbent. As such, Cal/OSHA 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 test. The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response, including working in isolated areas, walking or running on uneven rough terrain, and remaining on duty 24 hours or longer without a break while performing these duties.

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Employee Signature  
 Personnel use only

Date  
 Posted to Directory

Supervisor Signature

Date

Prints and Date