

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (04/01)		Working Title of Position Resource Manager	
		Division and/or Subdivision CNR- Mendocino Unit, Jackson State Forest	
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 17501 North Highway 101, Willits CA	
		Class Title of Position Forester III	
		Position Number 542-162-1041-001	
		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.		
40%	Under the supervision of the Unit Chief of the Mendocino Unit, provides technical and administrative supervision of the Resource Management Program and is responsible for program effectiveness within the Unit. Resource Management Programs will generally consist of CAL FIRE functions funded by the Timber Regulation and Forest Restoration Fund as well as Service Forestry functions, including but not limited to, the California Forest Improvement Program, the Federal Forest Incentive Program, Agricultural Conservation Program, Rural Forestry Assistance, and such other special program elements and functions as may be developed or assigned to this program. The Resource Manager will:		
20%	*Directly supervise and provide administrative support for assigned professional employees and any other positions which may be assigned to the Resources Management Program by the Unit Chief. *Ensure assigned employees comply with specific program, financial, safety, personnel, and professional goals and standards.		
10%	*Monitor and provide technical supervision and coordination for assigned professional employees to ensure that specific program objectives are met. Responsible for timely field work associated with Timber Harvesting Plans, and other harvest documents required under the Forest Practice Act, as well as inspections and review processes associated with those projects. *Coordinate with appropriate environmental enforcement agencies, including District Attorney, as necessary to assure compliance with California environmental protection laws and regulations.		
	*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 Vegetation Management Program. Will assist fire protection personnel in formulation of project environmental safeguards and be required to assume primary responsibility for assessment and protection of resource values		
	*Prepare timely reports and studies necessary and appropriate for program evaluation and measurement, including records and correspondence. *Maintain technical liaison with Regional Resource Management Program staff to ensure program continuity at the field unit level..		
	*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.		
Job qualifications and/or conditions of employment:			
"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			

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

10% *Train for and participate in the Department's emergency mission as required. *24-hour-a-day availability, consistent with the approved work week, will be necessary at times during declared fire season. *Emergency assignments of extended duration, within and out of the Unit, will be required. *Maintain active liaison with the Unit fire protection program during declared fire season to ensure appropriate emergency response availability of assigned staff.

5% Assist the Unit in development and execution of the budgetary policy and allocation for the Unit's Resource Management Program where appropriate.

5% *Represent the Unit in resources 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. Maintain effective working relationships with forest landowners in the Unit.

5% Responsible for supervision and effectiveness of Resource Management clerical support and office management.

5% Perform such other duties as may be assigned or delegated by the Unit Chief.

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 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 tests.

*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.

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.

"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	