# Working Title of Position
Assistant Seed Bank Manager

# Division and/or Subdivision
Resource Management

# Location of Headquarters
L.A. Moran Reforestation Center, Davis, CA

# Class Title of Position
Environmental Scientist

# Position Number
541-720-0762-006

# Effective Date
September 01, 2022

## Percentage of Time Required

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

**30%**

This position supports the Department of Forestry and Fire Protection’s (CAL FIRE) Wildfire Resilience Program. Under the supervision of the Forester II / L.A. Moran Reforestation Services Program Center Manager, the Environmental Scientist performs scientific analysis. The Environmental Scientist will also maintain detailed records on processing, cleaning, testing, stratification, germination, and storage of genetically superior seed for forest and woodland plant species. The incumbent will work on a broad array of scientific issues including evaluating seed viability, analyzing climatic seed zones based on numerous environmental factors, and preparing preliminary reports based on scientific discovery. Duties and responsibilities include, but are not limited to the following:

- Coordinates and maintains detailed records on cone and seed processing, cleaning, analyzing, testing, and purifying genetically superior seed for CAL FIRE Demonstration State Forests and forestland clients.
- Ensures cone and seed maturity and quality assessments of seed prior to storing in the Seed Bank.
- Prioritizes testing and tracking of seed lots based on timing and needs of CAL FIRE and industry clients.
- Performs all necessary activities related to seed processing including extraction from cones, drying cones, and x-ray analysis.
- Develops new processing and handling procedures based on current science and upgrades to equipment used for testing and analyzing seed.

**30%**

- Assists the L.A. Moran Seed Bank Manager with performing all Seed Lab functions including mandatory testing of all seed lots to determine seed viability, moisture content, purity, seed per pound determinations, germination percent, and long-term storage needs.
- Maintains detailed records of testing data in digital formats and put systems in place for accurate data entry.
- Updates and maintains separate CAL FIRE inventory, forest industry clients, and orchard inventories, ensuring accuracy in all records entered.
- Provides data to L.A. Moran Seed Bank Manager following testing procedures on a timely basis.
- Assists in arranging seed transfers for seed bank clients.
- Assists in coordinating seed sales to commercial nurseries on behalf of CAL FIRE and forest landowners including all appropriate packing, shipping and record keeping.

*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: See below.

"We have discussed this document in its entirety and understand the duties of this position."
**Working Title of Position**
Assistant Seed Bank Manager

**Percentage of Time Required**

<table>
<thead>
<tr>
<th>Percentage of Time</th>
<th>Duties and Responsibilities</th>
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<tbody>
<tr>
<td>15%</td>
<td>*Assists the L.A. Moran Seed Bank Manager with determining reforestation needs based on forests impacted by events such as wildfire, drought, disease, or insects. *Coordinates with nursery operations to meet anticipated needs for CAL FIRE and private external nursery operations. *Assists with cone surveys, sampling, and collection. *Assists with cone survey coordination regarding follow-up and field visits as well as contacting climbers. *Assist with ArcGIS data analysis and mapping *Arranges for seed deployment as needed based on agreements for growing seedlings between CAL FIRE, the USDA Forest Service, Resource Conservation Districts, and other private external nurseries.</td>
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<tr>
<td>10%</td>
<td>*Responsible for identifying and reporting maintenance and repair needs of all Seed Bank, processing, storage, transport equipment and facilities. *Facilities include the refrigerated storage units, all cone processing and testing equipment, and on-site mobile equipment.</td>
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<tr>
<td>10%</td>
<td>*Assists with training and provides direction to CAL FIRE Forestry Aides, California Conservation Corps crew, inmate crews, and any other parties working in the Seed Lab. *Maintains a hard copy of those training records. *Hosts individuals, stakeholders, and agency representatives during tours of the Seed Lab and Seed Bank. *Maintains cleanliness of Seed Lab and Seed Bank. *Attends appropriate trainings and workshops to enhance and increase knowledge specific to Seed Lab operations.</td>
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<tr>
<td>5%</td>
<td>Performs other job-related work as required to support the Wildfire Resilience mission of supporting California forestland owners and their reforestation needs. Performs other job-related work as required to support the Department’s mission of serving and safeguarding the people and protecting the resources of California. This includes maintaining minimum job-required training certifications incumbent with classification.</td>
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**Desirable Qualifications:**
A valid Class C Driver’s License.

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Job qualifications and/or conditions of employment: Obtains training and maintains qualifications and certificates to operate all seed lab equipment required, which includes receiving trainings from the Department in accordance with CalOSHA policies and procedures on how to safely operate a forklift. Travel may be required up to 5% of the time. This travel may be local or statewide and may result in overnight stays.

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

<table>
<thead>
<tr>
<th>Employee Signature</th>
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<th>Supervisor Signature</th>
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<td>Personnel use only</td>
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Yes, posted to directory

Initials and Date