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	Staff Forester
Division and/or Subdivision	Humboldt – Del Norte Unit
Location of Headquarters	Crescent City
Class Title of Position	Forester I (Non-Supervisory)
Position Number	542-111-1054-002
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.
	The Staff Forester works under the direction of a Forester II in the performance of forestry tasks required to implement the Department's forest practice, forest assistance, and fire control responsibilities.
35%	*Inspect timber operations on assigned timber harvesting plans, exemptions, and emergency notices for compliance with the Forest Practice Act and rules and the state forest and fire laws. Inspection duties will also require effective enforcement of Public Resources Code and Forest Practice Rules which will require investigation duties including report writing and participating in legal proceedings.
30%	*Conduct preharvest inspections of assigned timber harvesting plans and make recommendations to mitigate any environmental concerns.
20%	*Train for and participate in the Department's emergency mission as required. Twenty-four (24) hour-per-day availability, consistent with the approved work week, will be necessary at times during the declared fire season. Emergency assignments of extended duration, within and out of the Unit, will be required. Following training, may serve as relief Battalion Chief and will serve in a variety of ICS positions for fires or other emergencies under the jurisdiction of the Department.
5%	*Inspect for compliance with stocking requirements prescribed by the Forest Practice Act and rules.
5%	*May assist in the administration of cost sharing projects such as the California Forest Improvement Program, the Forest Incentives Program, the Agricultural Conservation Program, the Stewardship Incentive Program, and the Vegetation Management Program. Becomes familiar with detection and reporting of forest pest conditions, reforestation, stand improvement, vegetation management and various aspects of the Rural Forestry Assistance Program.
	*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: Detailed on Page Two

"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

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION **POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT** PO-199 (06/16) - **PAGE 2**	Working Title of Position Forester I – Staff Forester

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Must effectively communicate with the public and agencies in both written and oral presentations and prepare reports as assigned by the supervisor. The Staff Forester assists in the evaluation of the environmental documents prepared under CEQA and, on projects sponsored by CAL FIRE, may assist in the preparation of an EIR or negative declaration. *This position may require the employee to become a Certified Public Officer, issue citations for misdemeanor, violations of the Forest Practice Act and rules, state forest and fire laws and, when appropriate, appear in court as a principal witness for the state. He/she must identify, investigate and collect evidence on timber operations with forest practice violations and prepare litigation reports with recommendations for disciplinary and corrective action. The incumbent is required to wear respiratory protection equipment (including self-contained breathing apparatus (SCBA). The use of such equipment may be 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. 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. *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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Job qualifications and/or conditions of employment: This position requires a 2-year commitment to HUU. Must possess a valid and current Driver's License. Maintain a valid California Registered Professional Forester License. Complete Forestry Assistant II training requirements in accordance with CAL FIRE Handbook 4000 Employee Development Guide (EDG) as a condition of employment. Per Handbook 4021, every effort shall be made to ensure that employee will meet the job-required training within the timeframes identified in the EDG and prior to functioning in the assignment. The Forestry Assistant II EDG lists CAL FIRE Company Officer Academy (COA) and Firefighter Academy (FFA) as training to be completed during the probationary period.

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

Employee Signature	Date	Supervisor Signature	Date

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Working Title of Position	Forestry Assistant II – Forest Practice
Division and/or Subdivision	Humboldt-Del Norte Unit
Location of Headquarters	Crescent City
Class Title of Position	Forestry Assistant II
Position Number	542-111-1093-xxx
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.
	The Forestry Assistant II works under the close supervision of the assigned Forester II (Supervisor), in the performance of forestry tasks required to implement the Department's forest practice and emergency services responsibilities.
40%	*Assist licensed Forest Practice staff in the Humboldt-Del Norte Unit in enforcing the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resource Code. Conduct pre-harvest, active, and assist post-harvest inspections of timber operations on timber harvesting plan, non-industrial timber management plan, emergency notice, and exemption areas for compliance with the forest practice act and rules and state forest and fire laws. As a function of these inspections, incumbent will prepare reports that accurately document findings from the inspections in accordance with Department policy
30%	*Assist in issuing Notice of Violations for misdemeanor violations of the forest practice act and rules and state forest and fire laws. Assists in law enforcement case development. Responds to and investigates complaints regarding timber operations. Persuade timber operators and landowners to correct violations promptly
15%	* Participates in the Departments emergency response mission and other Incident Command Systems (ICS) assignments as required. Occasional emergency assignments will be required within or out of the Unit.
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Job qualifications and/or conditions of employment: See job qualifications and/or conditions of employment listed on page two.

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PO-199 (06/16) - **PAGE 2**

Working Title of Position
Forestry Assistant II – Forest Practice

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
10%	*Perform miscellaneous forestry related duties and Resource Management program administrative duties. Duties typically include reporting of forest pest conditions, conducting annual conifer cone surveys, and assisting with special projects/assignments. Assist with grant programs, and other service forestry projects. Work with the Unit Vegetation Management Program to assist in the preparation and implementation of fuels reduction projects. Attend meetings and training as required. Provide back-up support of the Resource Management program clerical function as needed including processing mail, answering phones and document filing.
5%	*Other duties as required.

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.

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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Job qualifications and/or conditions of employment: This position requires a 2-year commitment to HUU. Must possess a valid and current Driver's License. Complete Forestry Assistant II training requirements in accordance with CAL FIRE Handbook 4000 Employee Development Guide (EDG) as a condition of employment. Per Handbook 4021, every effort shall be made to ensure that employee will meet the job-required training within the timeframes identified in the EDG and prior to functioning in the assignment. The Forestry Assistant II EDG lists CAL FIRE Company Officer Academy (COA) and Firefighter Academy (FFA) as training to be completed during the probationary period.

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