

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Assistant II	
		Division and/or Subdivision Southern Region	
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 San Diego Unit	
		Class Title of Position Forestry Assistant II	
		Position Number 542-314-1093-007	
		Effective Date 9/1/2023	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
35%	Under the general supervision of the Unit Forester – Forester II (Supervisory), the Forestry Assistant II serves Departmental objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fuels and vegetation modification programs and techniques. Department objectives are met by the performance of a variety of duties as described below. *Review VMPs (Vegetation Management Program) and fuels reduction projects for compliance and for implementation. *Prepares all documents for Unit project implementation including compliance documents related to the California Environmental Quality Act (CEQA), California Forest Improvement Program (CFIP), and other fire prevention projects. *Obtain and ensure landowner agreements have been obtained and all applicable forms are completed. *Perform prescribed fire and fuels reduction project layout, any required field surveys, protection zone and boundary flagging in preparation for implementation.		
25%	*Performs periodic inspections and review of active and completed fire prevention projects within the Unit. *Identifies and schedules resources to complete fuel reduction projects. *Briefs assigned resources on active fuel reduction projects to ensure project parameters are understood. *Ensures compliance with contract, CEQA documentation, and project funding. Writes and prepares project reports. *Collects data and prepares information for project input into the CalMAPPER database. *Assists Unit Prefire Engineer Fire Captain in entering project related data into CalMAPPER.		
15%	*Coordinates with CAL FIRE Unit staff, Fire Centers and Conservation Camps, Fire Safe Councils, Local Government, Resource Conservation Districts (RCD), landowners, and other interest groups on potential fuel reduction projects in the SRA. *Attends meetings with local *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: 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. Extended travel away from assigned headquarters is required. A two-year commitment may be required for all permanent appointments. Desirable qualification: possess a valid California driver license of the appropriate class issued by the Department of Motor Vehicles.			
"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 _____	

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DEPARTMENT OF FORESTRY AND FIRE PROTECTION
POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT
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Working Title of Position
Forestry Assistant II

Percentage of Time
Required

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stakeholders (e.g., Fire safe councils, Local Government, RCD, Fire Districts, and other interested parties) related to fire prevention and fuel reduction projects. *Meets with landowners to communicate fire prevention project funding opportunities and ensure stakeholder involvement in project identification.

10%

*Assists Unit Forester (Forester II-Supervisory) with inspections and coordinating activities related to Integrated Pest Management, such as Gold-Spotted Oak Borer and bark beetles. *Assist Unit Forester (Forester II-Supervisory) with activities related to Forestry Assistance Services. *Administers the Unit's Live Fuel Moisture Program.

5%

*Write inspection reports and related documents, compile and maintain administrative reports, maintain records, answer correspondence, speak before groups and participate in meetings regarding prescribed fire and other resource management topics.

5%

*Respond to emergency incidents as required per Department policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Complete required training.

5%

Other duties as assigned.

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Employee Signature
Personnel use only

Date
☐ Posted to Directory

Supervisor Signature

Date

Initials and Date