

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Vegetation Management Program- Forester I</b>	
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 <b>Mendocino Unit</b>	
		Location of Headquarters <b>17501 N Highway 101</b>	
		Class Title of Position <b>Forester I (Non-Supervisory)</b>	
		Position Number <b>542-113-1054-004</b>	
		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.		
50%	<p>Under the general direction of the Division Chief of Special Operations, the Vegetation Management Program Forester I serves as the fuels reduction and forest health expert related to the implementation of fuels reduction and prescribed burn projects within the Mendocino Unit. The Vegetation Management Program Forester I will perform the following duties:</p> <p><b>General Duties:</b>          *Coordinates with the California Department of Forestry and Fire Protection (CAL FIRE) Unit staff, Region and Sacramento Program Management, Tribal and other interest groups on potential fuel reduction projects in the Mendocino Unit. *Provides guidance with project planning and implementation. *Coordinates with the Environmental Scientist in the administration of the Unit's forestry and fire assistant grant programs. *Reviews grant applications for completeness and coordinates funding priorities for the Region. *Ensures that Units and staff follow contractual grant and program guidelines/regulations in implementing grants. *Works with landowners and cooperating agencies to ensure landowner agreements and cooperative agreements (Good Neighbor, Wyden) are in place and current. *Resolves landowner conflicts on fuels projects. *Manages fuels reduction budgets and contracts.</p>		
30%	<p><b>Protection:</b>          *Protects the facilities and natural resources of the State Forest from damage from natural events and from human abuse or misuse. Includes fire hazard and risk mitigations in timber sale planning and inspects harvesting operations for compliance with fire prevention regulations. *Recognizes threats to forest resources from insect, disease and plant pests and makes recommendations for actions to be taken. *Assists in the enforcement of laws, regulations, rules and policies.</p> <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: <b>See page 2.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16) - <b>PAGE 2</b>		Working Title of Position <b>Vegetation Management Program- Forester I</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
10%	<b>Project Inspection:</b> *Performs periodic inspection and review of active and completed fire prevention projects within the Northern Region. *Ensures compliance with contract, California Environmental Quality Act (CEQA) documentation, and project funding.		
5%	*Provides scientific forestry and related statistical support for annual vegetation and wildfire fuels updates in the State Responsibility Area (SRA); in coordination with staff, tracks impact of land conversion, development, forest pests and disease and other factors that influence status of forests and the benefits and cost of fire prevention within SRA.		
5%	<b>Other Duties:</b> Special assignments as required including, but not limited to, wildland fire suppression and other emergency operations. Respond to emergency incidents as required per Department policy. Maintain proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy.  Other class related duties as assigned.  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 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.  *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: Position may require a two (2) year commitment. Registered Professional Forester License required. Completes CAL FIRE Fire Fighter Academy (FFA and Company Officer Academy (COA) training during probationary period as a condition of employment. May be subject to workings nights, weekends or holidays.			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature	Date	Supervisor Signature	Date
<b>Personnel use only</b>		<input type="checkbox"/> Posted to Directory	
		Initials and Date	