

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Assistant Review Team Chair	
		Division and/or Subdivision Northern 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 Santa Rosa	
		Class Title of Position Forester I (Nonsupervisory)	
		Position Number 542-101-1054-018	
		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.		
25%	Under the supervision of the Forester II (Supervisory) (Review Team Chair), the Assistant Review Team Chair will assist in all aspects of the timber harvest plan review process consistent with current policies, rules and regulations. This will be accomplished by reviewing proposed timber harvesting plans, emergency/exemption notices and related forest practice correspondence.		
20%	*Answer letters of concern from the public and assist in the preparation of responses to letters of non-concurrence from agencies for any proposed plan. *Evaluate correspondence and input from other Review Team members, other agencies and the general public on timber harvesting plans, help recommend mitigation measures necessary to bring the timber harvesting plan into conformance and answer correspondence related to timber harvest plans. *Assure that the established timber harvest plan records (paper and digital) are accurate and complete.		
20%	*Review of all new harvesting plans, amendments, exemption notices and emergency notices to determine if they are acceptable for filing. *Return any plan when it is inaccurate, incomplete or not in proper order with an explanation of information or changes needed to make the plan acceptable. *Enters information into and maintains as necessary applicable Forest Practice databases and information systems.		
	*Determine if a preharvest inspection is necessary and identify specific concerns requiring a response from the CAL FIRE inspector. *Accompany preharvest inspection team as often as possible and particularly for plans with significant concerns. *Review pre-harvest inspection reports to ensure that forest practice regulations have been adequately addressed, review reports submitted by other Review Team members and help evaluate additional mitigations submitted by the Registered Professional Forester (RPF) who prepared the plan to ensure that concerns have been adequately addressed.		
*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.			
<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:			
"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.
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15%	*Participate and represent the Department at meetings and technical conferences. *Act as the Review Team Chair as necessary. *Schedule and attend Review Team meetings as required. *Determine whether a plan is or is not in conformance with the Forest Practice laws and regulations.
15%	*Advise timber owners, timber operators and Registered Professional Foresters on matters concerning the Forest Practice Rules and Regulations. *Provide technical support for Region Headquarters and the Units in the use of any forest practice related database or Geographic Information System used to complete work duties. *Works as part of an integrated office, where everyone is expected to perform and be knowledgeable in all duties including clerical responsibilities when workload requires. *Prepare administrative reports, answer correspondence and maintain necessary records on forest practice matters and other forest management functions conducted within the Region.
5%	<p>*Preparation and distribution of educational and technical material and special reports.</p> <p>*Responds to emergency incidents as required per Departmental policy. *Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Completes Resource Management training per Departmental policy and applicable training guide for the position. Perform other duties as required.</p> <p>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.</p> <p>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.</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>

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Job qualifications and/or conditions of employment: Must complete CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. A Registered Professional Forester license is required. Two-year commitment required.

"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