

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Practice Enforcement Program Manager	
		Division and/or Subdivision Resource Management / Forest Practice	
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 Sacramento	
		Class Title of Position Forester III	
		Position Number 542-730-1041-002	
		Effective Date October 31, 2025	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
45%	Under the general direction of the Forest Practice Program Staff Chief (Forestry and Fire Protection Administrator), the Forest Practice Enforcement Program Manager manages the Forest Practice Enforcement Program, supervises program employees, plans, organizes and gives functional and technical support to statewide activities of the Department of Forestry and Fire Protection in the enforcement of the Z'berg-Nejedly Forest Practice Act and Forest Practice Rules. *Provide direction and coordination of the Forest Practice Enforcement / administrative civil penalties program. *Collaborate with the Department's Forest Practice Program Staff Attorney in preparation of civil penalties cases, conduct of administrative hearings, and negotiations of case settlement agreements. *Analyze the Department of Forestry and Fire Protection (CAL FIRE) Unit Forest Practice case reports to determine appropriate enforcement actions, including administrative, civil, or criminal proceedings. *These may involve license revocation or suspension, requiring corrective actions for violations, injunctions to prevent ongoing violations, prosecution of offenders, or formal complaints against Registered Professional Foresters.		
20%	*Provide workload direction, required training, and assign staff work including special projects. *Participate in hiring, prepare performance evaluations, and administer progressive discipline and corrective action as needed. *Develop and coordinate a program to train department personnel to ensure uniform application of Forest Practice law enforcement standards throughout the state.		
15%	*Oversee the Timber Operator Licensing Program, including policy development for procedures and rule interpretation, direction and general supervision of instructors who deliver Timber Operator License Training classes, collaborating with other LTO class providers, and supervision of the Staff Services Analyst and Office Technician administering the program. *Utilize the CalTREES system to document and track Timber Operators, Unit inspections and enforcement action, and harvesting document status. *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 Page 2			
"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 _____			

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

10%

*Analyze forest practice enforcement information in relation to laws, rules and policies. *Provide programmatic directions to Unit Forest Practice Inspectors on the type and intensity of enforcement, formulating forest practice enforcement procedures to ensure statewide conformance and uniform interpretation, implementation and enforcement of Forest Practice policies and procedures based on interpretation of rules, regulations and laws. *Develop enforcement reports for Program and The Board of Forestry and Fire Protection.

5%

*Assist the Forest Practice Program Staff Attorney in preparation and processing of Injunctions, Notices of Intent to Take Corrective Action, Timber Operator License revocations and cost collection cases. *Coordinate department enforcement actions related to resource management issues and timber harvesting operations with other State and Federal agencies. *Provide testimony regarding departmental enforcement policy and rule interpretation for District Attorneys who are prosecuting Forest Practice related enforcement cases.

5%

*Respond to state emergency assignments, participate in Incident Command System (ICS) training, and other job-related duties as required. Other job-related duties as assigned, in accordance with the class specification.

*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:

- Registered Professional Forester (RPF) license required.
- Must have completed or completes CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during the probationary period as a condition of employment.
- Maintains arduous fitness standards in accordance with Departmental policy.
- Complete all training as required by the Department as a condition of employment.
- The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. 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 condition of the incumbent. As such, CalOSHA 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 to this position shall be retained for not less than a two-year commitment starting on the date of appointment. Any lesser commitment shall be approved by the supervisor to the incumbent.

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

Employee Signature

Date

Supervisor Signature

Date

Personnel use only

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Initials and Date