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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) | | Working Title of Position Forestry Aide | |
| | | Division and/or Subdivision Resource Management – Climate & Energy | |
| 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 Forestry Aide | |
| | | Position Number 542-760-1060-904 | |
| | | Effective Date November 8, 2025 | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 40% | Under the supervision of a Forester II (Supervisory), the Forestry Aide will perform field data collection for the purposes of ecological monitoring of forest health treatments (i.e. thinning, mastication, or prescribed fire), forestry, and research in locations across the state of California. Data collection will occur for Resource Management's Climate and Energy Program. Duties include, but are not limited to: Collect ecological field data: *Work with data collection team members and Senior Environmental Scientist to collect accurate field data. *Navigate to predetermined plot locations in a vehicle and on foot using a compass, GPS, and Avenza or paper maps to locate plot over steep, uneven, and/or brushy terrain. *Record accurate field data using the Survey123 application and/or paper datasheets. *Identify native trees and shrubs to species level. *Measure geographic features of plot such as slope, aspect, and dominant tree cover. *Within plot area, measure tree diameter, height, and species. *Measure surface fuels of different types (i.e. masticated, slash, or undisturbed) by estimating coverage of different fuel types in 1x1m quadrat. *Measure depth of litter and duff. *Utilize forest measurement tools to accurately and consistently measure other data as outlined in monitoring protocols. | | |
| 15% | Install monitoring plots: *Mark plot location using high precision GPS. *Install physical markers at monitoring plots including rebar, survey magnets, and/or spray paint. *Affix tags to trees in plots using aluminum tree tags and nails. | | |
| 15% | Travel to field sites across California: *Drive state vehicle or ride in state vehicle to field sites across California. | | |
| *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 _____ | | Supervisor Signature _____ | |
| Date _____ | | Date _____ | |
| Personnel use only <input type="checkbox"/> Posted to Directory | | Initials and Date _____ | |

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| STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16) - PAGE 2 | | Working Title of Position Forestry Aide | |
| Percentage of Time Required | Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities. | | |
| 15% | Coordination and Fieldwork Logistics *Coordinate with grantees to access field sites and obtain more detailed information about forest health treatment or prescription used in sampling area. *Prepare field tools and fieldwork logistics. *Clean and organize gear following each data collection trip. *Use ESRI ArcPro software to make basic maps for navigation. *Book hotels and campgrounds for crew lodging. *Help develop safety plans for each site. | | |
| 10% | Data validation and cleaning: *Verify field data collected for errors and perform data cleaning primarily using excel and Arc GIS online. *Organize field data for long-term storage in cloud-based storage such as Box by moving and renaming large files. *When needed, assist Senior Environmental Scientist Specialist with inputting and validating shapefiles. *Communicate with supervisor and team members via email, phone, and virtual meeting platform such as Teams. | | |
| 5% | Other job-related duties as assigned, in accordance with the class specification. | | |
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| Job qualifications and/or conditions of employment: <ul style="list-style-type: none"> A valid driver's license is required as incumbent may be required to operate or ride in a state-owned vehicle to field sites across California. Travel may be required up to 80% of the time. Lodging will be provided either at a hotel, campground, or other suitable camp location. Work is outdoors in potentially hot, windy, or rainy conditions for up to 10 hours a day. Project locations may be post-fire or contain ticks or poison oak. Weather can be unpredictable and may require last minute changes to work locations. Work locations may be in field sites with no cell service. The incumbent may be 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, California Occupational Safety and Health Administration (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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 25 pounds; and the pace of work is typically set by the emergency situation. | | | |
| "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 | | | |