

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Siskiyou Unit Forester	
		Division and/or Subdivision Siskiyou Unit	
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 Yreka, CA	
		Class Title of Position Forester II (Supervisory)	
		Position Number 542-214-1042-005	
		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.		
30%	<p>Under general direction of the Unit Chief, implements the Forest Practice Program through enforcement of the Z'Berg-Negedly Forest Practice Act, Board of Forestry rules and Public Resources Code. Serves as the Unit Vegetation Management Coordinator seeing that departmental objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fire prevention programs and techniques are met. Manages the Units Wildfire Prevention Grants Program, ensuring compliance with the Departments grant goals and objectives.</p> <p>*Forest Practice Program</p> <p>*Manages and coordinates the administration of the Forest Practice program within the assigned area.</p> <p>*Audits and reviews program effectiveness and institutes changes within Departmental policy.</p> <p>*Recommends and provides policy and program changes through the chain-of-command to enhance the effectiveness of the Forest Practice Program. *Inspects timber operations for compliance with the Forest Practice Act, Board rules, State Forest and Fire laws, and environmental statutes and takes formal or administrative enforcement actions as necessary. *In accordance with Department policy inspects active timber operations for compliance and effectiveness. *Consults and establishes a working relationship with all responsible parties (licensed foresters, timber operators, landowners and industry, etc.) for timber operations to prevent violations of laws and rules and require correction when violations are discovered.</p> <p>*Identify, investigate, and recommend appropriate enforcement action for flagrant, severe, and chronic violations. * Provides guidance to subordinate staff and develops site specific measures and actions to mitigate environmental damage resulting from more complex violations.</p> <p>*Directs staff in Forest Practice enforcement and initiates action when necessary, compiling evidence, reports, and recommendations for those actions. *Issues violations or files civil case reports for misdemeanor violations and may appear in court as the case manager and principle or expert witness for the State in its actions. * Investigates more difficult complaints and cooperates with Department civil actions, other agency law enforcement efforts, and Registered Professional Forester (RPF) disciplinary actions.</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>		
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..			
"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 _____	

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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25%

*Performs more complex reviews and guides subordinate staff in the review of more complex and controversial harvest documents. *Receives, reads, and reviews all harvest documents assigned for designated work area. *Reviews all timber harvest plans, Non-Industrial Timber Management Plans (NTMP), and plan amendments and conducts pre-harvest inspections as needed, and provides recommendations by the Director to ensure conformance with the Forest Practice Act and Board rules. *Coordinates, plans, and conducts pre-harvest inspections in the field with representatives of the project and other reviewing agency personnel. *Prepares and writes clear, concise, and complete reports including evaluation of environmental conditions and recommendations for changes to bring plans into conformance with the Forest Practice Act and Board rules. *Ensures completed timber operations comply with the Forest Practice Rules and the Rules of the Board of Forestry including erosion controls, slash treatment, stocking and other rules related to the specific harvest document. *Reviews reports and documentation of subordinate staff. *Writes inspection reports and related documents, compiles and maintains administrative reports, maintains records, answer correspondence, speak before groups and participate in meetings in connection with forest practice matters.

***Resource Management Programs**

*Provides periodic assistance to Unit Forestry Assistance Specialist in California Forest Improvement Program (CFIP) implementation, forestry assistance grant administration, reforestation services, State Forests, landowner technical advice, and urban forestry. *Provide forestry expertise to special task forces, cadres, special projects and assignments utilizing skills and professional forestry management knowledge. *Manages Unit Vegetation Management Plan (VMP) staff in planning, preparation and administration of the VMP projects. *Prepares documents for CAL FIRE Fuels Reduction project implementation including grants and ensures California Environmental Quality Act (CEQA) compliance for VMP, and other fuels reduction projects. *Reviews state or state funded fuels reduction projects for compliance with the Unit Fire Plan, Strategic Plan and Community Wildfire Protection Plans. Reviews and responds to CEQA documents as part of the multi-agency review of governmental projects. *Manages the Unit's Wildfire Prevention Grant Program ensuring grantee compliance with contracts, CEQA documentation and project funding. *Reviews invoices for completeness and approval.

20%

***Supervision**

*Supervises resource management or other staff in the Unit. *Plan, organize, and direct the activities and review work of subordinate personnel. *Evaluates employee performance. *Ensure that subordinates receive required training and maintain required credentials and skills over time.

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Job qualifications and/or conditions of employment:

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Employee Signature

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Supervisor Signature

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15%

*Project Coordination

*Assists Staff, Conservation Camps, Fire Safe Councils, Local Government, Resource Conservation Districts (RCD), landowners, and other interest groups on potential fuel reduction projects in and affecting the State Responsibility Area (SRA). *Attends meetings with local stakeholders (e.g. Fire Safe Councils, Local Governments, RCD, Fire Districts and other interested parties) related to fire prevention and fuels reduction projects. *Meets with landowners to communicate VMP and fuels reduction project possibilities funding opportunities to ensure stakeholder involvement in project identification. * Assists and provides guidance to Fire Safe Councils, Local Government, RCD's, etc. with project planning and implementation. *Coordinates with Region VMP staff to convey unit project priorities and determine funding availability.

10%

Other

*Serves as a contributing member of the Unit's Leadership Team Coordinating with Fire Protection and Prevention Staff to maintain an integrated fuels management and wildfire prevention program following Department mandated goals and policies. *Assists Unit Staff on updates to the Unit Fire Plan and SRA Fire Hazard Severity Zone Maps. *Participates with and/or prepares presentations, and seminars when called upon for the purpose of training and informing other Departmental staff or the public regarding the Units Resource Management Program. *Provide duty chief coverage on a rotational schedule.

*Responds to emergency incidents as required per Incident Command System (ICS) qualifications.

*Maintains proficiency, qualification, and experience standards including but not limited to the Incident Command System – Position Qualification System in accordance with applicable laws, rules, and departmental policy.

*Completes Resource Management training per Procedures Handbook Section 4035 and applicable training guide for position.

Other duties as assigned

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Working Title of Position
Siskiyou Unit Forester

Percentage of Time
Required

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

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.

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Job qualifications and/or conditions of employment: Registered Professional Forester License required. 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. May be subject to working nights, weekends or holidays in support of emergency incidents.

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Employee Signature

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