



DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Northern	Forestry Assistant II (Permanent Intermittent)	549-635-1093-902
DISTRICT/HQ SECTION	WORKING TITLE	CBID
North Coast Redwoods District	Forestry Assistant II (Permanent Intermittent)	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Natural Resources	Fort Humboldt State Historic Park	
STATE HOUSING		IMMEDIATE SUPERVISOR
Housing not available		Forester II (Supervisory)
SENSITIVE POSITION DESIGNATION (Check if applicable)		
<input checked="" type="checkbox"/> Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
<p>Under the general supervision of the Forester II (Sup), incumbents will perform routine technical resource management assignments of moderate difficulty. Incumbents will perform basic forest health and fire control assignments during fire season and occasionally at other times. Assist branch leads in performing the most complex technical assignments and/or serve as a specialist responsible for a specific segment of a program areas, e.g. review management plans/contract specifications, determine staffing needed to complete long-term planning tasks, maintain/analyze data, develop Incident Action Plans.</p> <p>Incumbents entering State service at this level will, as necessary, receive in a timely manner and prior to working in emergency assignments, all training specific to the Forestry Technician (California Department of Forestry "Basic Fire Fighter" training as is required for Fire Fighter II) and Forestry Assistant I (California Department of Forestry "Basic Fire Control"). One of the requirements for permanent status in this class is successful completion of the training course. Incumbents may receive additional training, as required, to perform their assigned functions, in such areas as survey methods, cruising, dendrology, and advanced firefighting/prescribed burning. Tasks will further Natural Resources Division projects and programs as identified by the Forester II.</p> <p>The reporting location for this position is Fort Humboldt State Historic Park located in Eureka, CA, though duties will necessitate travel throughout the District.</p>		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	<p><u>Forestry and Fire Management</u> Assist in all aspects of forestry and fire management tasks: planning, crew scheduling/coordination, forest restoration, tree felling, prescribed burning, wildfire suppression and reporting. Lead work crew(s) and/or act as the State's representative to assure that contractors (California Conservation Corps, Cal Fire, and other types of work crews) adhere to the restoration prescriptions, best management practices, and conditions of environmental permits as stipulated by contract or management plan. Track and summarize project progress, maintain Geographic Information Systems (GIS) and databases. Maintain and operate forestry and fire equipment including fire engine, chainsaws and fire cache. Forest practice: forest</p>	

	thinning, forest inventory, Wildland Urban Interface maintenance, invasive weed control, adheres to permit compliance, completes required field documentation, sensitive species monitoring, and forest plan writing; woodland management; and district pre-fire planning. Respond as needed to assist in wildfires as State Park Resource Advisors. Supports nursery operations by collecting seed, propagating native plants, monitoring plant health, and preparing plant material for restoration projects. Conducts site inspections for forestry, fuels reduction, restoration, and prescribed fire projects to evaluate conditions, verify compliance, identify hazards, assess work quality, and document findings for supervisor review.
40%	<u>Resource Management and Monitoring</u> Establish and measure vegetation-monitoring plots to inventory species and assess habitat condition. Identify and quantify native California vegetation as well as exotic vegetation. Conduct surveys utilizing handheld data collection device, GPS, diameter tape, compass, clinometer, prism, and rangefinder. Operates hand and powered tools including chain saws, pole saws, weed whips, mowers, and other equipment. Maintains equipment in clean and working condition. Identification of plants and animals and adhere to applicable regulations (USFWS, CDFW, ACOE, RQWCB, AQMD, etc.). Assists in the organization and entry of natural resource data utilizing GIS, Microsoft Office Excel and Access.
15%	<u>Administration</u> Timely compliance with agency procedures including vehicle inspections, mileage logs, work reports, and purchasing. Attends core staff meetings and participates in regular safety meetings.
MARGINAL FUNCTIONS:	
%	TASK/DUTIES
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.
TYPICAL WORKING CONDITIONS	
Physical work outdoors in various weather conditions. During prescribed fire operations employee will be exposed to smoke and heat and may be required to work long hours and weekends/holidays. As safety allows, work continues in all types of weather. Lift heavy loads. Exposure to poison oak and wildlife, exposure to smoke and fire during burning operations, and exposure to sun, wind, and other weather conditions.	
TELEWORK DESIGNATION:	
This position is designated as NOT Telework Eligible.	
SPECIAL REQUIREMENTS:	
Employee must attend (at employers' expense) and pass Basic Firefighter and Basic Fire Control training within 12 months of hire and must pass, within 1 month, the fire community's standardized Moderate Pack Test (Requirements: 2-mile walk with 25 lb. pack in 30 minutes. No jogging or running). Must possess a valid Class C driver's license. May require travel throughout the District.	

The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.

SUPERVISOR STATEMENT:

I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.

SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE

EMPLOYEE STATEMENT:

I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.

EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE