

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Demonstration and Research Assistant</u>	
		Division and/or Subdivision <u>Mendocino Unit/Jackson Demonstration State Forest</u>	
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 <u>17501 North Highway 101, Willits CA</u>	
		Class Title of Position <u>Forestry Assistant II</u>	
		Position Number <u>542-162-1093-901</u>	
		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.		
50%	<p>Under general supervision of the Forester II, Research and Demonstration Program Manager, the Forestry Assistant II will assist in general Forest management activities which include but are not limited to the following:</p> <p><u>Research, Demonstration, and Education:</u> *Assists in installing studies and site maintenance, data collection, and processing data for forest research and demonstration projects. Assists with storm staffing and infrastructure maintenance for the Caspar Experimental Watershed. Assists in producing educational and outreach materials. Provides support for tours, classes, outreach events, and conferences to facilitate dissemination of information. May assume lead responsibility over seasonal employees on projects as required.</p>		
40%	<p><u>Forest Management:</u> *Assists in the general management of the forest including timber sale planning and preparation, forest inventory, research and demonstration, road management, and recreation program management. May assume lead responsibility over seasonal employees on projects as required.</p>		
10%	<p><u>Emergency Response and Training:</u> *Completes Resource Management and assigned fire protection training per departmental policy and applicable training guide for position. *Maintains proficiency, qualifications, and experience in accordance with applicable laws, rules, and Department Policy. *Obtains Incident Command System (ICS) qualifications in non-fire line ICS positions and participates in non-fire line ICS positions on incidents. Other related duties as assigned.</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: <u>See page 2.</u>			
"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.

Desired knowledge and abilities

Some knowledge of forest management principles and practices, forest protection and fire prevention, forest management planning, forest products harvesting and sales, forest mensuration principles and practices, the fundamentals of land surveying and forest ecology.

The Research and Demonstration Forestry Assistant II must effectively communicate with specialists and the general public. They must facilitate information transfer to resource management professionals, forest landowners, and members of the general public through the use of technical papers, tours, seminars, and conferences. They must stay current on pertinent scientific literature.

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.

*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: 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. Completes all trainings as required by the Department. May be subject to working nights, weekends or holidays in support of emergency.

"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