

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 Fire and Resource Assessment Program	
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; physical work location: Redding or Sacramento	
		Class Title of Position Forestry Aide	
		Position Number 541-780-1060-904	
		Effective Date 2/1/2026	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
30%	Under supervision provided by professional staff, within the Fire and Resource Assessment Program (FRAP), within The Department of Forestry and Fire Protection (CAL FIRE), this position assists and supports CAL FIRE's intensification of the U.S. Forest Service (USFS), Forest Inventory & Analysis (FIA) data collection program. Duties and assignments may support other CAL FIRE projects, as well. Specific job duties include: *The incumbent serves as a Forestry Aide team member to administer CAL FIRE's FIA intensification program. *Interface with private landowners and public lands managers through verbal and written communication to describe the FIA program and obtain permission to access FIA plots. *Document details of correspondence with landowners using standard electronic forms. *Occasional site visits to meet landowners in person. *Submit documented landowner responses to team leader.		
25%	*Conduct public records searches for landowner contact information.		
15%	*Verify parcel ownership using county assessors' records information. *Participate in regular team meetings with internal staff, USFS partners, and/or private data collection contractors. *Provide regular progress updates.		
15%	*Review and analyze grant invoices, verify grant expenditures and supporting documentation to ensure compliance with grant terms. *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	<input type="checkbox"/> Posted to Directory <div style="border: 1px solid black; padding: 2px; display: inline-block;">Initials and date</div>		

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.		
10%	*Assists with forest inventory and monitoring data collection with FIA crews on permanently established fixed radius plots, variable radius plots, and other timber cruising methods. *Work will occur throughout the state on steep, rocky, uneven, and/or brushy terrain throughout the state. *The incumbent may be assigned a position with CAL FIRE staff or with partnering US Forest Service FIA Data Collection staff. *Collects forestry, botanical, and geographic site measurements utilizing forest measurement tools to accurately and consistently measure data according to standardized protocol and field procedures, including slope, aspect, tree growth and mortality; forest type or dominant tree cover, stand size and stand age; surface fuels; anthropogenic treatments and/or natural disturbances; insects and disease; soil attributes; and understory vegetation composition. *Assists in FIA field manual interpretation when assessing complex or unusual situations. *Uses botanical keys to identify plants encountered and assists in the collection and preservation of specimens. *Records all measurements utilizing a personal data recorder or tablet. *Uploads and edits data on a daily basis. *Completes accurate and concise plot summaries of all field visits. *Actively participates in the safety program, assisting in identifying hazards and mitigating. *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. *Travels by vehicle, ATV, motorcycle, boat, small aircraft, helicopter, or horseback as necessary to access field sites.		
5%	Other job-related duties as assigned, in accordance with the class specifications.		
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Job qualifications and/or conditions of employment: <ul style="list-style-type: none"> • 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 condition 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 tests. • Duties involve field work requiring physical performance calling for above-average ability, endurance, and sufficient physical 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. • May be subject to working nights, weekends, or holidays in support of emergency incidents or program operational needs. Extended travel away from assigned headquarters may be required, locally or statewide, and may involve overnight stays, up to 10% of the time. • Overtime may be available depending on operational need. 			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____ Personnel use only		Date _____ <input type="checkbox"/> Posted to Directory	
		Supervisor Signature _____ Initials and Date _____	
		Date _____	