

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forester II –SRA Prevention Compliance Chief Vegetation Management Program	
		Division and/or Subdivision Santa Clara 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 Morgan Hill	
		Class Title of Position Forester II (Supervisory)	
		Position Number 542-116-1042-001	
		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.		
40%	<p>Under the general direction of the Unit Chief, the State Responsibility Area (SRA) Vegetation Management Program (VMP), the Forester II (Supervisory) serves Departmental objectives related to fuels management, fire prevention, and resource protection through the application of a broad range of fire prevention programs and techniques. Department objectives are met by the performance of a variety of duties as described below.</p> <p><u>SRA Fire Prevention Projects</u></p> <p>*Plans, directs and oversees the Units Vegetation Management Program. *Plans and prepares the more complex and difficult Unit fire prevention projects. *Reviews Unit fire prevention projects ensuring state or state funded fire prevention projects within the Unit are in compliance with the Unit Fire Plan, Strategic Plan, and Community Wildfire Protection Plans. *Supervises subordinate staff of the Fire Prevention Program and the Protection Planning Program. Plans, organizes, and directs the activities and reviews the work of subordinate personnel. Periodically reviews the performance of subordinates. Ensures that subordinates receive required training and maintain required credentials and skills over time.</p> <p>*Oversees pre-project field review and prepares and reviews project and California Environmental Quality Act (CEQA) documents for VMP and fuel reduction projects. *Directs the development of cost share contracts, grants, and other fire prevention projects. *Reviews financial information and CEQA and archeological documentation for completeness and legal requirements. *Ensures compliance with CEQA including the proper use of various environmental documents and processing through Environmental Protection Program chain of command. *Interacts with Region and Unit staff to ensure uniformity in fire prevention project document content and ensures quality control. *Forwards project information to the Region SRA VMP Program Manager.</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 _____		Date _____	
Supervisor Signature _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory		Initials and date _____	

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15%	<u>Project Inspection</u> * Directs Unit staff and subordinate personnel and coordinates with the Region SRA VMP Program Manager and stakeholders to ensure adequate fire prevention project implementation. *Oversees periodic review of fire prevention projects for compliance with contract, CEQA documentation, and project funding. Assists fiscal program staff in managing grants and contract documents, budgets, and invoices. *Directs the Unit Pre-fire Engineer Fire Captain to enter project related data into the Cal FIRE Management Activity Project Planning and Event Reporter (CALMAPPER) database.
15%	<u>Other Resource Management Programs</u> *Prepares presentations and seminars for the purpose of training and informing Departmental staff or the public regarding VMP and other fire prevention program projects. Provides periodic assistance to Unit Forest Practices staff in administration of the Forest Practice Act.
10%	<u>Plan Review and Updates</u> *Coordinates with Unit Fire Protection and State Fire Marshal Pre-Fire Management staff for the purpose of maintaining integrated fuels management and fire prevention programs. *Functions as Unit liaison between Resource Management, Fire Protection and State Fire Marshal Office for fire prevention projects. Serves on teams assembled for updates to Unit Fire Plans, SRA maps and Fire Hazard Severity Zones (FHSZ) maps.
10%	<u>SRA Fire Prevention Project Coordination</u> *Consults and coordinates with CAL FIRE Unit staff, Conservation Camps, Fire Safe Councils, Local Government, Resource Conservation Districts (RCD), landowners, and other interest groups on potential fuel reduction projects in the SRA. *Conducts meetings with local stakeholders (e.g., Fire safe councils, Local Government, RCDs, and other interested parties) and meet with landowners to communicate fire prevention project funding opportunities and ensure stakeholder involvement in project identification. *Coordinates with Region Program Management to determine *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.

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Percentage of Time
Required

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10%

Other

*Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. *Assumes command and control of all Unit resources when assigned as Duty Chief. *The Duty Chief makes decisions pertaining to the emergency use of staffing, equipment, and facilities and keeps abreast of current resource status. *The Duty Chief must keep the Unit Chief informed. *Responds to and, if appropriate, assumes command of incidents or assists the Incident Commander as appropriate.

*Completes Resource Management training per Departmental policy and applicable training guide for position.

Other related duties as assigned.

May be required to maintain status as a Department Public Officer or Peace Officer.

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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