

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <b>Forester I - Administration and Recreation</b>	
		Division and/or Subdivision <b>CNR/Mendocino Unit</b>	
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 <b>802 N Main St, Fort Bragg, CA 95437</b>	
		Class Title of Position <b>Forester I (Non-Supervisory)</b>	
		Position Number <b>542-162-1054-013</b>	
		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 the general direction of the State Forest Roads and Recreation Program Manager, Forester II, The Forester I - Administration and Recreation, has charge and responsibility for the Jackson Demonstration State Forest (JDSF) road system, including planning, inventory, maintenance, construction, formal abandonment, improvement, and use. Will assist in planning, maintenance, attend Recreation Task Force meetings and cooperate with community supporting recreation. Patrols the State Forest as a Law Enforcement Officer. Will have some responsibility for Forestry Assistants, Seasonal Forestry Aides, and others in work associated with the general forest management. Develops work list for JDSF Heavy Fire Equipment Operators (HFEO) and provides ongoing direction and supervision of projects. The incumbent is encouraged to be a certified purchaser of goods and services to support forest management. Maintain a valid license as a Registered Professional Forester in the State of California.</p> <p>Roads Program Management:          *Manages the road system on Jackson Demonstration State Forest, including planning, inventory, maintenance, construction, improvement, formal abandonment, and use. *Oversees Forestry Assistants and Seasonal Forestry Aides in the management of the road system.          *Develops and maintains a project work list for JDSF Heavy Fire Equipment Operators (HFEOs). *Coordinates and oversees work projects at a frequency sufficient to ensure projects are completed as proposed and in a timely manner. *Prepares and administers contracts necessary to manage the road program. *Ensure compliance with the California Environmental Quality Act (CEQA) including written environmental documentation for proposed projects.          *Coordinates Fire Crew work projects on the JDSF. *Attends watershed group meetings for represented watersheds on JDSF. *Coordinates watershed enhancement project proposals and grant projects.</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>		
<b>Equal Employment Opportunity (EEO) Statement:</b> 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: <a href="#">See page 3.</a>			
"We have discussed this document in its entirety and understand the duties of this position."			
_____ Employee Signature		_____ Date	
_____ Supervisor Signature		_____ Date	
<b>Personnel use only</b>			
<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.

25%	<p><b>Recreation Program Management:</b>          *Assists in management of the recreation program, including planning, maintenance, improvements, monitoring and communicating with local user groups and community.          *Conducts presentations and discussions as necessary to support public outreach efforts.          *Attends JDSF Recreation Task Force Meetings, communicating with members and assisting with requests for recommendations for improvements to JDSF's recreation program.</p>
25%	<p><b>Law Enforcement:</b>          *Provides a visible and pro-active law enforcement presence on the Jackson Demonstration State Forest to detect and discourage theft of State property (forest products, natural resources, and facilities). *Identifies, investigates, and abates hazards to the public, involving abandoned vehicles, illegal garbage dumping, marijuana cultivation, illegal camping, and misuse of firearms. *Acts as the primary public relations contact to forest visitors.</p>
10%	<p><b>Forest Management:</b>          *Assists in the general management of the State Forest, including timber sale preparation and administration, demonstration, and education.</p>
5%	<p><b>Emergency Response and Training</b>          *Responds to emergency incidents per Departmental policy. *Maintains proficiency, qualification, and experience standards within applicable laws, rules, and Departmental policy.          *Completes Resource Management training per Departmental policy and applicable training guide for position.</p>
5%	<p><b>Public education:</b>          Gives general training, tours, and seminars in forest management to the public and resource professionals. Other Duties as required.</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>	

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Job qualifications and/or conditions of employment: [See page 3.](#)

"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 _____	

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 Fire Control Training \(FCT\)](#) during probationary period as a condition of employment. [Obtain POST Peace Officer Certification within 2 years of appointment.](#) [May be subject to working nights, weekends or holidays in support of emergency.](#) [May require a two-year commitment.](#)

"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