

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position Unit Forester	
		Division and/or Subdivision Humboldt-Del Norte 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 Fortuna	
		Class Title of Position Forester III	
		Position Number 542-111-1041-001	
		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.		
30%	Under general direction of the Unit Chief, the Unit Forester provides the technical and administrative supervision of the Resource Management program within the Humboldt-Del Norte Unit. The Unit Forester performs the following duties:  *Directly supervises and provides administrative and technical support for assigned professional employees and any other positions which may be assigned to the Resources Management Program by the Unit Chief. *Ensures assigned employees comply with specific program, financial, safety, personnel, and professional goals and standards. *Monitors and provides technical supervision and coordination for assigned professional employees to ensure that specific program objectives are met. Responsible for timely field work and documentation associated with harvest documents required under the Forest Practice Act. *Coordinates with appropriate environmental enforcement agencies, including District Attorney, as necessary to assure compliance with California environmental protection laws and regulations. *Cooperates and assists with Service Forestry functions, including but not limited to, the California Forest Improvement Program, the Federal Forest Incentive Program, Agricultural Conservation Program, Rural Forestry Assistance, and such other special program elements and functions		
30%	*Receive, assign, and be responsible for timely processing of all California Environmental Quality Act (CEQA) land use planning and other environmental documents referred for Resource Management Program input. Be responsible for technical assistance to the Unit Pre-Fire Planning Battalion and Vegetation Management Program. Assist fire protection personnel in formulation of project environmental safeguards and be required to assume primary responsibility for assessment and protection of resource values.		
10%	*Prepare timely reports and studies necessary and appropriate for program performance evaluation and measurement, including records and correspondence. *Maintain communication with Sacramento as well as Regional Resource Management Program staff to ensure program consistency at the Unit level.  *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.		
<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:			
"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			

