

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>Forester I - Forest Practice</u>	
		Division and/or Subdivision <u>San Mateo - Santa Cruz Unit</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>Felton, CA</u>	
		Class Title of Position <u>Forester I</u>	
		Position Number <u>542-117-1054-001</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.		
35%	<u>Under the direction of the Resource Management Division Chief, the Forest Practice Forester is responsible for the implementation of the Forest Practice Program in the San Mateo-Santa Cruz Unit. The Forester I is responsible for enforcing the Forest Practice rules and regulations including the Public Resource Code and California Code of Regulations. Provides Resource Management advice to the Department and the public.</u>		
35%	<u>Timber Harvest Plan (THP) Review</u> *Reviews THP documents, makes field inspections, Pre-Harvest Inspection (PHI's) and prepares PHI and Inspection reports. Coordinates with cooperating federal, state, and local agencies in the THP review process. May conduct public hearings and occasionally 2nd Review Team Meetings.		
35%	<u>Timber Harvest Inspection</u> Conducts periodic inspections of Timber Operations for compliance with applicable Forest Practice rules and regulations. Files reports and documents of these inspections including the CALTREES database. Works with Plan submitters, foresters, landowners, and timber operators to ensure compliance with Forest Practice rules and regulations.		
15%	<u>Forest Practice Enforcement</u> Investigates and responds to public complaints and concerns. Conduct investigations, gathers evidence for violations of Forest Practice rules and regulations. Prepares case reports and serves as an expert witness when requested by District Attorney or California Department of Forestry and Fire Protection (CAL FIRE) Forest Practice Program staff.		
*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: <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 <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.

10%

Emergency Incident Response

Available for Emergency Response at the local and state level; develops and maintains Incident Command System (ICS) qualifications, performs Fire Line assignments.

5%

Public Information

Provides the public and media information regarding Forestry rules and regulations, timber operations, and forestry advice. Participates on various Resource Management committees (i.e.. Pitch Canker Task Force, local CRMPs, Tan Oak Task Force).

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 tests.

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.

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Job qualifications and/or conditions of employment: Position may require a two (2) year commitment. Registered Professional Forester License required. Completes CAL FIRE Fire Fighter Academy (FFA and Company Officer Academy (COA) training during probationary period as a condition of employment. May be subject to workings nights, weekends or holidays.

"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