

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Fuel Reduction Coordinator	
		Division and/or Subdivision San Mateo – Santa Cruz	
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 Felton, CA	
		Class Title of Position Forestry Assistant II	
		Position Number 542-117-1093-XXX	
		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%	Under the supervision of the Resource Management Forester(s), the Fuels Reduction Coordinator will be responsible for planning, organizing, developing, directing, and administering hazardous fuel reduction projects throughout the San Mateo-Santa Cruz Unit.		
20%	*Assist with developing, planning, and implementing fuel reduction projects in compliance with the Unit Fire Plan and Community Wildfire Protection Plan. *Work closely with CAL FIRE Foresters, county officials, private landowners, state and federal agencies to ensure coordination and fulfillment of statutory and regulatory requirements. *Plan, direct and coordinate the work of fuel reduction crews.		
15%	*Work collaboratively with the Unit Resource Management Staff, Pre-Fire Engineer, Santa Cruz County Fire Safe Councils on regional fuel reduction goals, defensible space inspection complaints, evacuation planning, pre-fire planning, project tracking, contractor monitoring. Oversight including data collection for Management Activity Project Planning and Event Reporter (CALMAPPER). Work closely with department information officer's on public outreach and education. Work with Vegetation Management Plan (VMP) staff on prescribed fire and fuels monitoring.		
	*Assist in the review of documents for content, accuracy, feasibility, consistency, and compliance with statutory and regulatory requirements. *Prepares draft reports and correspondence with a variety of stakeholders. Consult with other local, state and federal agencies. *Knowledge of the Public Resources Code, Health and Safety Code, forms and required reports of the California Department of Forestry (CDF) are a requirement of this position. Compile and submit monthly County Fuels Reduction Report.		
	*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 _____ Initials and date			

