

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>Regional Urban Forester (Los Angeles/Ventura)</b>	
		Division and/or Subdivision <b>Urban and Community Forestry Program</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>Sacramento, CA</b> Physical Work Location: <b>Riverside, CA</b>	
		Class Title of Position <b>Forester I (Nonsupervisory)</b>	
		Position Number <b>542-720-1054-XXX</b>	
		Effective Date <b>02/20/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under general direction of the Southern California Urban Forestry Supervisor (Forester II), the Regional Urban Forester (Forester I) will work with local governments, communities, organizations, industry, and the public to promote the beneficial effects of urban forest ecosystems by providing technical assistance, grant administration, information and education. Duties include, but not limited to:  *Independently initiate the exchange of technical/scientific urban forest management information and with local governments, communities, organizations, industry professionals and the public. Conduct seminars, workshops, conferences, or meetings that support or discuss elements of sustainable urban and community forest ecosystems, including urban greening. Support equity-rooted, culturally relevant outreach and technical assistance delivery for existing, new, and emerging partners within disadvantaged and low-income communities.		
20%	*Assist applicants for grant assistance in the planning of their projects and the implementation of awarded grant projects. Provide project management and site inspections to ensure successful projects. Review grant expenditures pursuant to State and Federal grant assistance programs.		
15%	*As a subject matter expert for the area served, develop and present technical and educational materials relating to urban forestry and urban ecosystem management including, but not limited to; web-based formats; public speeches; written articles; media contacts; or displays at trade shows, conferences, and meetings.		
*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: <a href="#">See Page 2</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.

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|-----|--|
| 15% | *Acquire and maintain up to date knowledge of forestry, urban forestry, arboriculture and fire practices, procedures, policies, and laws by attending appropriate seminars, classes, and meetings. Attend classes and seminars to develop and remain proficient in Incident Command System (ICS) emergency response assignments as well as individual training or course work necessary to promote in the Forester series. |
| 10% | *Develop professional relationships with and expand collaboration with partner organizations, stakeholders, and local, state, and federal agencies. Such assignments may be on behalf of the Urban and Community Forestry Program or other resource management programs.   |
| 10% | *Emergency response: Respond to emergency incidents as required per Department policies. Complete training per Department policies and applicable training guide for position.   |
| 5%  | Other job-related duties as required of a Registered Professional Forester working for Sacramento HQ, in accordance with the class specification.  |

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Job qualifications and/or conditions of employment:

- Registered Professional Forester License required. Completes Basic Firefighter Academy, CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment.
- Maintains the Arduous Fitness Standard in accordance with department policies.
- 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, CalOSHA 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending and lifting over 50 pounds; and the pace of work is typically set by the emergency situation.
- May be subject to working nights, weekends, or holidays in support of emergency incidents.
- Willing to be trained as a Department Public Officer.
- Incumbent will be provided with a work office in Riverside County.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_

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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>Regional Urban Forester (LA/Ventura)</b>	
		Division and/or Subdivision <b>Urban and Community Forestry Program</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>Sacramento, CA</b> Physical Work Location: <b>Riverside, CA</b>	
		Class Title of Position <b>Forestry Assistant II</b>	
		Position Number <b>542-720-1093-xxx</b>	
		Effective Date <b>02/02/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
25%	Under the direction of the Southern California Urban Forestry Supervisor (Forester II) - the Regional Urban Forester (Forestry Assistant II) will assist local governments, communities, organizations, industry, and the public to promote the beneficial effects of urban forest ecosystems by providing technical assistance, grant administration, information and education. Duties include, but not limited to:  *After consultation with program leadership, carry out exchange of technical/scientific urban forest management information and with local governments, community groups, organizations, industry professionals and the public. *Assist in conducting seminars, workshops, conferences, or meetings that support or discuss elements of sustainable urban and community forest ecosystems. *Support equity-rooted, culturally relevant outreach and technical assistance delivery for existing, new, and emerging partners within disadvantaged and low-income communities.		
20%	*Support applicants for grant assistance in the planning of their projects and the implementation of those projects awarded grants. *Assist with project management and site inspections to ensure successful projects, as needed. *Collaborate with the Forester II in reviewing grant expenditures pursuant to State and Federal grant assistance programs.		
15%	*In close collaboration with the program manager, display and present technical and educational materials relating to urban forestry and urban ecosystem management including, but not limited to: web-based formats, public speeches, written articles, media contacts, as well as displays at trade shows, conferences, and meetings.		
*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: <a href="#">See Page 2.</a>			
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Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*Acquire and maintain up to date knowledge of forestry, urban forestry, arboriculture and fire practices, procedures, policies, and laws by attending appropriate seminars, classes, and meetings. *Attend classes and seminars to develop and remain proficient in Incident Command System (ICS) emergency response assignments as well as individual training or course work necessary to promote into the Forester series.
10%	*Develop professional relationships with and expand collaboration with partner organizations, stakeholders, and local, state, and federal agencies. *Such assignments may be on behalf of the Urban and Community Forestry Program or other resource management programs.
10%	*Respond to emergency incidents via ICS qualifications. *Maintain proficiency, qualification, and experience standards (pursuant to Procedures Handbook Section 4039-4039.5 Incident Command System – Position Qualifications System). *Complete resource management training by Procedures Handbook Section 4035 and applicable Department policies and training guide for position.
5%	Other job-related duties as required of a Forestry Assistant II working for Sacramento HQ, in accordance with the class specification.  *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:  
 Completes Basic Firefighter Academy, CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. Maintains the Arduous Fitness Standard in accordance with department policies. 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, CalOSHA 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. Duties involve field work requiring physical performance calling for above-average ability, endurance, and superior condition, including occasional demand for extraordinarily strenuous activities in emergencies, under adverse environmental conditions, and over extended periods of time; requires running, walking, difficult climbing, jumping, twisting, bending, and lifting over 50 pounds; and the pace of work is typically set by the emergency situation. May be subject to working nights, weekends, or holidays in support of emergency incidents. Willing to be trained as a Department Public Officer.

"We have discussed this document in its entirety and understand the duties of this position."

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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