

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Regional Forest Practice Enforcement Specialist	
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.		Division and/or Subdivision Northern Region, Forest Practice	
		Location of Headquarters Redding or Sacramento	
		Class Title of Position Forester II (Supervisory)	
		Position Number 542-101-1042-008	
		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 the general direction of the Forester III, Forest Practice Enforcement Program Manager Sacramento, the Regional Forest Practice Enforcement Specialist will coordinate the enforcement of the Forest Practice Act and Rules. Duties include the following: *Review cases submitted by assigned units to determine if the evidence in the case report supports an allegation(s), for accuracy and completeness. *Develop Complaint and Proposed Orders and determine penalties. *Process/shepherd/serve/track the administrative civil penalty cases to completion/adjudication. *Track civil penalty payments, prepare demand for payment letters, track judgments and close cases once penalty/probation/mitigation are satisfied. *Schedule hearings and testify at hearings as required for administrative civil penalty cases. *Prepare complete and accurate jurisdictional documents for assigned cases. *Manage physical and electronic files on all assigned cases and keep them up to date. *Keep the civil tracking database up to date. *Meet administrative procedure deadlines on all assigned cases.		
20%	*Implement the biannual Forest Practice Program Review and perform audit inspections on Forest Practice Inspectors and prepare audit reports as prescribed by Department policy.		
10%	*Review violations and cases and provide guidance to Department staff to ensure that enforcement policies and regulations are applied consistently. *Report data issues identified in California Timber Regulation and Environmental Evaluation System (CalTREES) to the person responsible for resolution. *Assist in investigations as necessary.		
10%	*Review and participate in criminal Forest Practice Enforcement (FPE) cases as assigned. *Coordinate with other law enforcement agencies for the successful prosecution of criminal and or civil actions. Functions might include case review, consultation, investigation, meetings and court appearances.		
5%	*Instruct during the FPE training, including managing and delivering the case report writing scenario as assigned.		
*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			

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
5%	*Prepare reports as necessary for the dissemination of information to Cal Fire Executive Staff, the Board of Forestry and Fire Protection, other agencies, and the general public. *Assist in preparing any reports required pertaining to Forest Practice Law Enforcement and maintain all necessary records for the preparation of that report. Participate in public meetings or hearings as needed.
5%	*Assist in the development of training for Department staff (that will intersect Timber Operations during the execution of their duties), local jurisdictions and the regulated public to communicate the Department's forest practice jurisdiction in the furtherance of preventing violations.
5%	*Assist in transitioning old policy to new policy and procedures and assist in keeping it up to date.
5%	*Assist Licensed Timber Operator (LTO) Program as needed during renewal season and assist in the LTO training as assigned.
5%	<p>*Respond to emergency incidents in a line or overhead capacity as assigned commensurate with qualifications. Other duties as assigned.</p> <p>Desired knowledge and abilities: Have a thorough knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying and forest ecology. Have a thorough knowledge of the Forest Practice Act, Board rules, Administrative Procedures Act, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest, and Fire Laws.</p> <p>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.</p> <p>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.</p>

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Job qualifications and/or conditions of employment: Registered Professional Forester License required. Completes 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 policy. Willingness to consider obtaining and maintaining status as a Department Public Officer or Peace Officer. May be subject to working nights, weekends or holidays in support of emergency incidents. Must be detailed, thorough, organized, communicate well, and write well.

"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