

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <u>Regional Forestry Assistance Specialist (FAS) (FII)</u>	
		Division and/or Subdivision <u>Resource Management</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>Sacramento</u> Physical Work Location: <u>Humboldt / Sonoma</u>	
		Class Title of Position <u>Forester II (Supervisory)</u>	
		Position Number <u>542-720-1042-xxx</u>	
		Effective Date <u>02/01/2026</u>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
40%	<p>           Under the direction of the Deputy Chief of Forestry Assistance in Sacramento Headquarters, the employee is responsible for the delivery of the service forestry program activities throughout the assigned geographic region. The employee manages the administration of California Forest Improvement Program (CFIP) contracts as well as other federal and state cost share programs and grants from various funding sources. These programs encourage investment in California's timberland/ forestland, related forest and wildland resources, and community forests while accomplishing fire prevention through pre-fire fuels reduction and post-fire rehabilitation and reforestation. Employee may supervise one regional Forester I-FAS and provides field review, assistance, and training to other FASs as necessary. Duties include, but are not limited to the following:         </p> <p> <u><b>Coordinate Cost Share and Grant Programs:</b></u>            *Administer the service forestry programs including CFIP and other cost share programs including the Wildfire Resilience Block Grants throughout the State as necessary. *Work with landowners and stakeholder agencies to apply the range of programs, grants, and funding sources to improve resource values. *Coordinate with resource staff in neighboring units and region offices to process CFIP, Environmental Quality Incentives Program (EQIP), and other forestry assistance program applications, and administer contracts and complete necessary documentation. *Establish cooperative relationships with program partners and customers to ensure compliance with federal and state laws and program guidelines; conduct reviews of customer contracts and implement corrective courses of action as needed. *Prioritize areas to be treated and develop appropriate projects. *Maintain a working knowledge of the principle of fire ecology as necessary to support the Fire Plan within natural resource management programs. *Coordinates, monitors, and oversees compliance of Forest Management Plans (FMP) with federal program standards and entry of associated data into Geographic Information System (GIS) as needed.         </p> <p>           *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.         </p>		
<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 encounter 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.
40%	<b><u>Provide Landowner Assistance:</u></b> *Provide technical forestry advice and financial assistance to landowners throughout the State as Unit needs, and staff require. *Provide technical forestry advice and financial assistance through cost-share agreements to landowners throughout the State. *Assist landowners, Registered Professional Foresters (RPF), resource management consultants, neighborhood, school, and watershed groups with identifying, designing, and finding funding for forest and resource management projects, including fuels management projects conducted as part of the Fire Plan. *Review, process and maintain records for all applications, contracts, and invoices for funded projects. *Conduct field and environmental review for all projects. *Respond to questions and requests from RPF's, landowners and outside agency staff.
10%	*Responds to emergency incidents as qualified. *Maintains proficiency, qualification, and experience standards (pursuant to Procedures Handbook Section 4039-4039.5 Incident Command System – Position Qualifications System). *Completes Resource Management training per Procedures Handbook Section 4020.50 and applicable training guide for position. *Maintain professional qualifications through training, conference attendance, professional / scientific committee participation, and reviewing scientific literature.
5%	Represent The Department of Forestry and Fire Protection (CAL FIRE) and participate in various committees, groups, and meetings relevant to the purposes of the various landowner assistance programs.
5%	Perform other job-related duties as required, in accordance with the class specification.
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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
  - The incumbent typically is required to perform psychologically stressful and/or physically demanding duties consistent with firefighting, disaster response, and emergency medical response. 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 condition 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. 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 25 pounds; and the pace of work is typically set by the emergency situation.
  - Completes all training as required by the Department and may have to maintain status as a Department Public Officer as a condition of employment.
  - Travel may be required up to 15%, may be subject to working nights, weekends, or holidays in support of emergency incidents.

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

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