STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT

PO-199 (06/16)

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.

Working Title of Position	Forest Practice Science and Monitoring Program Manager
Division and/or Subdivision	Resource Management / Forest Practice Program
Location of Headquarters	Sacramento
Class Title of Position	Forester III
Position Number	542-730-1041-001
Effective Date	3/1/26

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 general direction of the Forestry and Fire Protection Administrator, Forest Practice, the incumbent is responsible for leadership of the Forest Practice Science and Monitoring Program. The Program provides scientific technical support to Units, Regions, and Programs and conducts Forest Practice Rule effectiveness monitoring on non-federal, state, and private timberlands. The incumbent serves as the Science and Monitoring Program's primary point of contact in response to legislative inquiries, advocacy groups, official forums, policy making entities (e.g., State Board of Forestry and Fire Protection (BOF)) and academic institutions. The incumbent is responsible for developing and implementing training to Forest Practice Staff, and partners with other state agency experts to deliver training for Review Team members and natural resource professionals. *Lead the Headquarters Forest Practice Science and Monitoring Program and supervise the work of other natural resource professionals including Forester II's, Forester I's, Forestry Assistant II's and Environmental Scientists and as part of the Sacramento Headquarters technical specialist team. *This work will entail designing, implementing, and administering erosion control studies and collecting statewide monitoring data to report Forest Practice Rule implementation and effectiveness rates for water quality-related forestry practices on non-federal timberlands. *The Forester III will also provide comment and professional input on State Water Resources Control Board and Regional Water Quality Control Board actions that could impact CAL FIRE operations. *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 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: 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 ☐ Posted to Directory

Initials and date

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Working Title of Position
Forest Practice Science and Monitoring Program Manager

Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
25%	*Provide development and oversight for CAL FIRE contracts related to Forest Practice Rule effectiveness, water quality, and mitigation monitoring, including the long-running Caspar Creek watershed study, a cooperative project with the United States Department of Agriculture (USDA) Forest Service Pacific Southwest Research Station.
20%	*Develop and deliver guidance documents and training materials for the regulated public and regulatory agencies on Forest Practice Rule implementation and subject matter related to timber harvesting on non-federal, state, and private lands. *Provide support to other CAL FIRE programs in their development of monitoring programs and protocols, and mitigation measures to protect natural resources.
10%	*Provide leadership and technical expertise for Watershed Emergency Response Teams (WERT) assembled to assess post-wildfire risks and hazards to life and property on non-federal, State and private lands.
5%	*Respond to state emergency assignments, participate in Incident Command System (ICS) training, and other job-related duties as required. Other job-related duties as assigned, 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:

- Registered Professional Forester (RPF) 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 is required to wear respiratory protection equipment, including self-contained breathing apparatus (SCBA). As such, Cal/OSHA requires that the incumbent be annually medically cleared to be fit-tested for respiratory protection equipment. May be required to complete all training and maintain status as a Department Public Officer. May be subject to working nights, weekends, or holidays in support of emergency incidents. Maintain a CAL FIRE carded qualified purchaser and Cal-Card holder.
- The incumbent may be 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, California Occupational Safety and Health Administration (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 25 pounds; and the pace of work is typically set by the emergency situation.
- Travel may be required up to 15%

"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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Initials and Date