

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>Horticulture Manager</b>	
		Division and/or Subdivision <b>Resource Protection and Improvement</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</b> Physical Work Location: <b>LAMRC, Davis CA</b>	
		Class Title of Position <b>Environmental Scientist</b>	
		Position Number <b>541-720-0762-904</b>	
		Effective Date <b>04/01/2026</b>	
Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.		
50%	<p><b>Under close supervision of the Reforestation Services Program (RSP) Manager and the Urban and Community Forestry Supervisor, the Horticulture Manager will develop and establish an urban forestry nursery at the Lewis A. Moran Reforestation Center (LAMRC) as well as coordination of RSP tree improvement initiatives.</b></p> <p><b>Duties and Responsibilities:</b></p> <p><b><u>Develop and establish an Urban Forestry Nursery at LAMRC:</u></b></p> <ul style="list-style-type: none"> <li><b>*Coordinate and facilitate the creation of a Technical Advisory Committee (TAC) for CAL FIRE's UCF Program to develop the Urban Forestry nursery. *Finalize a tree species tree list through research and stakeholder feedback for propagation. *Conduct a needs assessment to increase statewide access to climate-ready tree species for local urban and community forestry projects.</b></li> <li><b>*Procurement of plant material and propagation of up to 5,000 new trees from seed and/or cutting for urban forestry projects. *Support the CAL FIRE's L.A. Moran Nursery Manager with implementing best management practices for nursery development and tree stock maintenance.</b></li> <li><b>*Aid in the construction of critical nursery infrastructure (this may include but is not limited to a repurposed greenhouse and water efficient irrigation systems). *Implement a pilot climate-ready tree species propagation operation at the LAMRC Nursery or other location for the UCF Program. *Deploy trees, seeds, and/or plugs to regional hubs for local urban and community forestry projects. *Provide planning and logistic support to researchers utilizing the nursery and/or participating in the Technical Advisory Committee (TAC).</b></li> </ul> <p><small>*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.</small></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 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: <b>See Page 2.</b>			
"We have discussed this document in its entirety and understand the duties of this position."			
Employee Signature _____		Supervisor Signature _____	
Date _____		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.

35%	<u>Coordinate Reforestation Services Program Tree Improvement Initiatives:</u> *Identify productive forestland locations in high demand for reforestation seed needs in consultation with RSP staff and external stakeholders for long term accessibility and management. *Manage design and establish Plus Tree selections and scion collections for seedling/clonal orchards of selected species and subsequent activities. *Develop and oversee forest improvement practices, including road work and vegetation management. *Implement and manage tree improvement projects as developed by the RSP including progeny trials and data analysis. *Aid in cone and seed surveys, monitoring, and collection efforts. *Support cone/seed processing and growing practices. *Maintain, clean, and repair all relevant tools and equipment in good working condition.
10%	<u>Coordination, Admin, and Reporting Tasks for Both Programs:</u> *Monitor plant growth and conditions and implement corrective actions to prevent plant distress, including pest management needs. *Maintain and keep current database of nursery plants and seed stock. *Keep accurate written records of stand and orchard observations and practices. *Manage relationships with stakeholders, including State Forest and Unit staff, other landowners, contractors and vendors, researchers and members of the public. *Author and submit regular progress reports to CAL FIRE's Grants Management Unit, the USDA Forest Service and other funding agencies. *Author technical guides, best management practices. *Attend partner events, conferences, network. *Ensure CEQA compliance. *Spearhead development and administration of financial agreements, including grants and contracts, monitoring budgets and progress as needed. *Present nursery developments and milestones to interested community groups and internal stakeholders.
5%	<u>*Other job-related duties as assigned.</u> These may include Department, program, and emergency-related assignments and trainings.  *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: 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 operational or emergency situation. Obtains training and maintains qualifications and certificates to operate all operational equipment required, which includes receiving trainings from the Department in accordance with CalOSHA policies and procedures on how to safely operate a forklift. Incumbent must also possess a valid Class C Driver's License. May be subject to working nights, weekends, or holidays in support of emergency incidents or program operational needs. Extended travel away from assigned headquarters, to include periodic overnight lodging, is 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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