

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>Assistant Horticulturist</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>Lewis A. Moran Reforestation Center, Davis</b>	
		Class Title of Position <b>Forestry Technician – Limited Term</b>	
		Position Number <b>542-720-1085-904</b>	
		Effective Date <b>April 1, 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>Under the supervision of the Reforestation Services Program (RSP) Manager and the Urban and Community Forestry Supervisor, with guidance from the Horticulture Manager, the Assistant Horticulturist will assist with the development and establishment of an urban forestry nursery at the Lewis A. Moran Reforestation Center (LAMRC) as well as support of RSP tree improvement initiatives.</p> <p>Duties and Responsibilities:</p> <p><u>Support the Establishment and General Operations of an Urban Forestry Nursery at the L.A. Moran Reforestation Center:</u></p> <p>*Support a needs assessment to increase statewide access to climate-ready tree species for local urban and community forestry projects; *Support finalizing tree species list and operation of the nursery through research, stakeholder feedback, and coordination of the Technical Advisory Committee (TAC); *Aid in the construction of critical nursery infrastructure (including a modest hoophouse-style greenhouse, water-efficient irrigation systems, ventilation and exhaust fans, and a tree transplanting station); *Support implementation of a pilot climate-ready tree species propagation operation at CAL FIRE's LAMRC Nursery for the Urban and Community Forestry Program. *Propagate new trees from seed and/or cutting for urban forestry projects to include seed stratification, sowing, irrigation, moving seedlings, transplanting, equipment upkeep and sanitization. *Provides direction to volunteers and work crews with these activities. *Collaborate with the LAMRC Seed Bank Manager on best seed management practices including short-term storage options. *Collaborate with LAMRC Nursery Manager on implementing best practices for nursery management and tree stock maintenance including pest and disease controls.</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 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 _____	
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%	<p><u>Support Reforestation Services Program Tree Improvement Initiatives:</u>          *Assist with identification of productive forestland locations in high demand for reforestation seed needs in consultation with RSP staff and external stakeholders for long term accessibility and management; *Support with design, establishment, Plus Tree selections and scion collections for seedling/clonal seed orchards of selected species and the subsequent management; *Assist with implementation and management of 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.</p>
10%	<p><u>Support Coordination, Admin, and Reporting Tasks for Both Programs:</u>          *Assist in monitoring of plant growth and conditions; *Maintain and keep current database of nursery plants and seed stock; *Keep accurate written records of stand and orchard observations and practices; *Support collaboration with stakeholders, including potential contractor and vendor coordination; *Assist with regular progress reporting to CAL FIRE's Grants Management Unit, the USDA Forest Service and other funding agencies; *Assist with developing technical guides, best management practices; *Attend partner events, conferences, network. *Deliver presentations on nursery and tree improvement developments and milestones to interested community groups and stakeholders.</p>
5%	<p><u>Other job-related duties as assigned. These may include Department, program, and emergency-related assignments and trainings.</u></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>

**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:

- 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%.

*The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with this classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods or to otherwise balance the workload.*

"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	