

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forestry Assistant II – Forest Practice	
		Division and/or Subdivision Northern Region/Humboldt-Del Norte Unit	
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 Fortuna	
		Class Title of Position Forestry Assistant II	
		Position Number 542-111-1093-001	
		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.		
40%	The Forestry Assistant II works under general supervision of the assigned Forester II (Supervisor), in the performance of forestry tasks required to implement the Department's forest practice and emergency services responsibilities.		
30%	*Assist licensed Forest Practice staff in the Humboldt-Del Norte Unit in enforcing the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resource Code. *Conduct pre-harvest, active, and assist post-harvest inspections of timber operations on timber harvesting plan, non-industrial timber management plan, emergency notice, and exemption areas for compliance with the forest practice act and rules and state forest and fire laws. As a function of these inspections, incumbent will prepare reports that accurately document findings from the inspections in accordance with Department policy		
15%	*Assist in issuing Notice of Violations for misdemeanor violations of the forest practice act and rules and state forest and fire laws. Assists in law enforcement case development. *Responds to and investigates complaints regarding timber operations. *Persuade timber operators and landowners to correct violations promptly. (Emphasis will be placed on assigning timber operations that are less complex, and therefore require a lower skill level, than would be assigned to a Forester I; and/or more assistance will be provided).		
	* Participates in the Departments emergency response mission and other Incident Command Systems (ICS) assignments as required. Occasional emergency assignments will be required within or out of the Unit.		
	*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:			
"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.

10%

*Perform miscellaneous forestry related duties and Resource Management program administrative duties. Duties typically include reporting of forest pest conditions, conducting annual conifer cone surveys, and assisting with special projects/assignments. Assist with grant programs, and other service forestry projects. *Work with the Unit Vegetation Management Program to assist in the preparation and implementation of fuels reduction projects. Attend meetings and training as required. Provide back-up support for the Resource Management program clerical function as needed including processing mail, answering phones and document filing.

5%

Other duties as required.

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, the California Occupational Safety and Health Administration (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.

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.

*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: This position requires a 2-year commitment to HUU. Must possess a valid and current Driver's License. Complete Forestry Assistant II training requirements in accordance with CAL FIRE Handbook 4000 Employee Development Guide (EDG) as a condition of employment. Per Handbook 4021, every effort shall be made to ensure that employee will meet the job-required training within the timeframes identified in the EDG and prior to functioning in the assignment. The Forestry Assistant II EDG lists CAL FIRE Company Officer Academy (COA) and Firefighter Academy (FFA) as training to be completed during the probationary period.

"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