

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position Forest Practice Officer	
		Division and/or Subdivision 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 Crescent City	
		Class Title of Position Forestry Assistant II	
		Position Number 542-111-1093-XXX	
		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%	Under general supervision of a Forester II, the Forest Practice Officer performs 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 and active-harvest inspections, and assist post-harvest inspections of timber operations on timber harvesting plans, non-industrial timber management plans, emergency notices, and exemption areas for compliance with the Forest Practice Act and rules and state forest and fire laws. Prepare reports that accurately document findings from 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. Assist primary investigating Forest Practice Officer in Forest Practice Act Law enforcement investigation and case development. Respond to and investigate public complaints regarding timber operations. Encourage timber operators and landowners to correct violations promptly. (Emphasis will be placed on assigning timber operations that are less complex than would be assigned to a Forester I, and/or providing more assistance).		
	*Train for and participate in the Department's emergency response mission and other Incident Command System (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: 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		<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%	<p>*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 of the Resource Management program clerical function as needed including processing mail, answering phones and document filing.</p>
5%	<p>Other duties as required.</p> <p>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.</p> <p>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.</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>

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Job qualifications and/or conditions of employment: A two (2) year commitment to Humboldt - Del Norte Unit is required. Must possess a valid and current Driver's License. Must complete CAL FIRE Firefighter Academy (FFA) and Company Officer Academy (COA) training during probationary period as a condition of employment. Every effort shall be made to ensure that the employee will meet the job-required training within established timeframes and prior to functioning in the assignment. May be required to work nights, weekends, and holidays.

"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	