



Percentage of Time Required	Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.
15%	*In close collaboration with the program manager, display and present technical and educational materials relating to urban forestry and urban ecosystem management including, but not limited to; web-based formats; public speeches; written articles; media contacts; or displays at trade shows, conferences, and meetings.
15%	*Acquire and maintain up-to-date knowledge of forestry, urban forestry, arboriculture and fire practices, procedures, policies, and laws by attending appropriate seminars, classes and meetings. *Attend classes and seminars to develop and remain proficient in Incident Command System (ICS) emergency response assignments as well as individual training or course work necessary to promote into the Forester series.
10%	*Develop professional relationships with and expand collaboration with partner organizations, stakeholders, and local, state, and federal agencies. Such assignments may be on behalf of the Urban and Community Forestry Program or other Resource Management programs.
10%	*Respond to emergency incidents per ICS qualifications. *Maintain proficiency, qualification, and experience standards (pursuant to Procedures Handbook Section 4039-4039.5 Incident Command System – Position Qualifications System). *Complete Resource Management training per Procedures Handbook Section 4035 and applicable Department policies and training guide for position.
5%	Other job related duties as required of a Forestry Assistant II working for Sacramento HQ.  *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:
- Completes CAL FIRE Fire Fighter 1 Academy (FF1), 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 policies.
  - 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, 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 50 pounds; and the pace of work is typically set by the emergency situation.
  - May be subject to working nights, weekends or holidays in support of emergency incidents.
  - Willing to be trained as a Department Public Officer.

"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	