

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION <b>POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT</b> PO-199 (06/16)		Working Title of Position <a href="#">Forest Practice Inspector</a>	
		Division and/or Subdivision <a href="#">Amador-El Dorado Unit</a>	
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 <a href="#">Camino</a>	
		Class Title of Position <a href="#">Forester I</a>	
		Position Number <a href="#">542-417-1054-004</a>	
		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%	<p><a href="#">Under direction of the Unit Forester II, the Forester I – Forest Practice Inspector enforces the Z'Berg-Nejedly Forest Practice Act, Board of Forestry rules and Public Resources Code at the Amador El Dorado Unit. Obtains compliance with rules, laws and regulations through field inspections, enforcement actions, and consultation with timber operators, Registered Professional Foresters (RPF), landowners, and the general public.</a></p> <p><a href="#">Inspection and Enforcement</a></p> <p><a href="#">*Inspects timber operations for compliance with the Forest Practice Act, Board rules, State Forest and Fire laws, and environmental statutes and takes formal or administrative enforcement actions as necessary. *In accordance with Department policy, inspects active timber operations for compliance and effectiveness. *Consults and establishes a working relationship with all responsible parties (licensed foresters, timber operators, landowners and industry, etc.) for timber operations to prevent violations of laws and rules and determine required corrective actions when violations are discovered. *Identifies, investigates, and recommends appropriate enforcement action for flagrant, severe, and chronic violations. * Develops site specific measures and actions to mitigate environmental damage resulting from violations.</a></p> <p><a href="#">*Inspects completed timber operations for compliance with stream protection, erosion, slash treatment, stocking and other rules as related to the specific harvest document. *Conducts stocking sampling when necessary to assure compliance with Forest Practice Act and Board rule stocking requirements.</a></p> <p><a href="#">*Initiates Forest Practice enforcement action when necessary and compiles evidence, reports, and recommendations for those actions. *Issues citations or file complaints for misdemeanor violations and appear in court as the principle or expert witness for the State in its actions in accordance with local, state, and federal rules, laws, and regulations. Investigates complaints and cooperate with Department civil actions, other agency law enforcement efforts, and RPF disciplinary actions.</a></p> <p><a href="#">*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.</a></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 3.</a>			
"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.
20%	<p><u>Harvest Document Review</u></p> <p>*Receives, reads, and reviews all harvest documents assigned for designated work area or by the supervisor. *Reviews all timber harvest plans, Non-Industrial Timber Management Plans (NTMP), and plan amendments and conduct pre-harvest inspections as needed, and provide recommendations to the Director to ensure conformance with the Forest Practice Act and Board rules. *Coordinates, plans, and conducts pre-harvest inspections in the field with representatives of the project and other reviewing agency personnel. *Prepares and writes clear, concise, and complete reports including evaluation of environmental conditions and recommendations for changes to bring plans into conformance with the Forest Practice Act and Board rules.</p>
15%	<p><u>Program Administration</u></p> <p>*Writes inspection reports and related documents, compiles and maintains administrative reports, maintains records, answers correspondence, speaks before groups and participates in meetings in connection with forest practice matters. *Attends Forest Practice Program meetings and events to maintain currency on Forest Practice Rule implementation and enforcement.</p>
15%	<p><u>Resource Management Programs</u></p> <p>*Assists the Unit California Environmental Quality Act (CEQA) Coordinator with reviewing and preparing CEQA documents for Department projects. *Assists Unit CEQA Coordinator in reviewing and responding to CEQA documents as part of the multi-agency review of governmental projects. *Provides periodic assistance to Unit Vegetation Management Program (VMP) staff in administration of the VMP program. *Provides forestry expertise to special task forces, cadres, special projects and assignments utilizing skills and professional forest management knowledge. *Provides periodic assistance to Sacramento Program staff in California Forest Improvement Program (CFIP) implementation, forestry assistance grant administration, reforestation services, State Forests, landowner technical advice, and urban forestry.</p>
10%	<p><u>Other</u></p> <p>*Responds to emergency incidents as required per Incident Command System (ICS) qualifications. *Maintains proficiency, qualification, and experience standards including but not limited to the Incident Command System – Position Qualification System in accordance with applicable laws, rules, and departmental policy.        *Completes Resource Management training per Procedures Handbook Section 4021 and applicable training guide for position.  <u>Other duties as assigned.</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>

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Job qualifications and/or conditions of employment: See Page 3.

"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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Percentage of Time Required

Effective on the date indicated, the employee assigned to the position identified above performs the following duties and responsibilities.

Desired knowledge and abilities

The Forest Practice Inspector must have good knowledge of forest management principles and practices, forest protection and fire prevention, timber inventory methods, appraisal of forest lands and timber, management plans, forest products harvesting and sales, forest mensuration principles and practices, timber stand improvement, the fundamentals of land surveying and forest ecology. Also required is a thorough knowledge of the Forest Practice Act, Board rules, the California Environmental Quality Act (CEQA), other State and Federal Environmental, Forest, and Fire Laws. Must have a good working knowledge of law enforcement principles and techniques. Must have the ability to converse with and articulate information related to knowledge requirements to a variety of audiences, including but not limited to Registered Professional Foresters, Licensed Timber Operators, members of the public, and stakeholder groups.

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.

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Job qualifications and/or conditions of employment: Registered Professional Forester License required. Completes CAL FIRE 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 policy. May be required to obtain and maintain status as a Department Public Officer or Peace Officer. May be subject to working nights, weekends or holidays in support of emergency incidents. A two (2) year commitment to Amador El Dorado Unit may be required.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_ Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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