

STATE OF CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION POSITION ESSENTIAL FUNCTIONS DUTIES STATEMENT PO-199 (06/16)		Working Title of Position <u>State Forest Manager</u>	
		Division and/or Subdivision <u>Sonoma-Lake-Napa Unit</u>	
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 <u>1199 Big Tree Road, St. Helena 94574</u>	
		Class Title of Position <u>Forester II (Supervisory)</u>	
		Position Number <u>542-161-1042-002</u>	
		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.		
30%	Under direction of the Sonoma-Lake-Napa Deputy Chief of Community Risk Reduction, the State Forest Manager administers the activities of the staff in the management of Boggs Mountain Demonstration State Forest and Las Posadas Experimental State Forest in accordance with management goals set forth in the Department and Board policy and in the Forest Management Plan.		
20%	ADMINISTRATION - *Develop, update and implement an overall plan for management of the State Forest. *Responsible for completing monthly and annual reports, forest budgets, and other administrative reports. *Supervises State Forest staff including two Forestry Assistant IIs and Seasonal Forestry Aids. Responsible for coordinating forest projects and activities with County, State, Federal, and Tribal Agencies. *Plan and carry out maintenance and protection of State Forest resources and facilities from fire, theft, trespass, disease and vandalism or public pressures. *Speaks before interested groups, conducts field tours to show accomplishments in the State Forest and participates and represents the Department at meetings and technical conferences.		
	TIMBER MANAGEMENT - *Responsible to maintain a current and up-to-date inventory of all timber resources on the state forests. *Review and approve timber harvest plans for consistency with the Forest Management Plan, planned timber sale areas, silvicultural and logging systems, road design and construction, appraisals, and timber sale contract preparation. *Prepare timber sale contracts, maps, road alignment diagrams, bid forms, sales notices, advertise for bids and conduct tours of sales areas for potential bidders. *Ensure consistency in contract administration, log measurement and accountability, billing procedures and payment. *Supervise all sales for contract compliance. *Administers timber stand improvement contracts and activities for management of young plantations.		
	*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 _____		Supervisor Signature _____	
Date _____		Date _____	
Personnel use only <input type="checkbox"/> Posted to Directory			
_____ Initials and date			

Working Title of Position

State Forest Manager

Percentage of Time Required

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

20%

RECREATION MANAGEMENT - *Review and approve recreational maintenance, improvement, and expansion plans to accommodate the recreation needs of the general public. *Ensure facilities are being maintained in a serviceable, clean and safe manner. *Administer Special Use Permit program for compatible organized events. *Plan and supervise maintenance of forest road system.

20%

RESEARCH AND DEMONSTRATION - *Ensure that research projects are reviewed, planned, implemented, and publicized in accordance with the Forest Management Plan. *Review and edit publications on research and demonstration projects. *Plan and lead tours of the State Forest for a variety of groups (e.g. colleges, landowners, visiting foresters, resource managers, politicians, CAL FIRE administrative staff).

5%

OTHER - *Respond to emergency incidents as required per Departmental policy. Maintains proficiency, qualification, and experience standards in accordance with applicable laws, rules, and departmental policy. Completes Resource Management training per Departmental policy and applicable training guide for position.

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, 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: 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 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

Posted to Directory

Initials and Date