



State of California – Natural Resources Agency
DEPARTMENT OF PARKS AND RECREATION

DUTY STATEMENT

DIVISION	CLASSIFICATION	POSITION NUMBER (Agency-Unit-Class-Serial)
Coastal Field	Forestry Assistant I	549-915-1086-004
DISTRICT/HQ SECTION	WORKING TITLE	CBID
Angeles	Facility Ignition Prevention Program Forestry Assistant I	R08
SECTOR/HQ UNIT	REPORTING LOCATION	INCUMBENT
Natural Resources	Malibu Creek State Park	
STATE HOUSING: (Check one)		IMMEDIATE SUPERVISOR
☐ Housing is required ☐ Housing may be required ☒ Housing is not available		Senior Environmental Scientist (Supervisor)
SENSITIVE POSITION DESIGNATION: (Check if applicable)		
☐ Sensitive Position as designated by the Department per California Code of Regulation (CCR) 599.961		
POSITION DESCRIPTION		
Under the general supervision of the Senior Environmental Scientist (Supervisory), the Forestry Assistant I will join the new inter-divisional Facility Ignition Prevention Program (FIPP) Team responsible for addressing structure hardening and defensible space needs across the state. This position, located in the Angeles District, provides forestry support to assess and meet the Department's structural hardening and defensible space needs as defined in the recently enacted Assembly Bill 3074. The incumbent will support nearby districts in suggesting necessary improvements to comply with statewide requirements, and, as part of the FIPP team, will develop tools and processes to improve wildfire resilience of state park structures and facilities. The incumbent will also provide support to meet the needs of the broader Wildfire and Forest Resilience Program (WFRP) including project development and review, reporting and data management, support statewide fuel reduction and prescribed fire operations. The position will require becoming certified in wildland fire, at minimum receiving a qualification of Firefighter II, and is considered part of the Department's Emergency Response team and will perform fire prevention, and/or inspection duties, and act as a Resource Advisor (READ). The reporting location is Malibu Creek State Park, Calabasas, CA and may be required to travel to neighboring districts and/or park units, to address their defensible space needs.		
ALL EMPLOYEES ARE RESPONSIBLE FOR CONTRIBUTING TO AN INCLUSIVE, SAFE, AND SECURE WORK ENVIRONMENT THAT VALUES DIVERSE CULTURES, PERSPECTIVES, AND EXPERIENCES, AND IS FREE FROM DISCRIMINATION.		
ESSENTIAL FUNCTIONS:		
%	TASK/DUTIES	
40%	FACILITY IGNITION PREVENTION PROGRAM Assess structure hardening and defensible space needs. Work with the FIPP leadership team in Headquarters and other FIPP Forestry Assistants statewide to develop a program and guidance, tools, and processes, to improve defensible space to protect State Park facilities. Support Angeles District and other nearby districts in suggesting necessary improvements to achieve compliance with statewide requirements, as defined in the recently enacted AB3074, for defensible space, design fuels reduction, and vegetation management projects to improve wildfire resilience of state park resources. Lead responsibility for assigned project and crews consisting of Forestry Technicians and Forestry Aids.	
20%	WILDFIRE AND FOREST RESILIENCE PROGRAM Develop and review fuels reduction projects to improve wildfire resilience and meet the objectives of the WFRP; developing project treatment objectives, sample design, contract specifications, ensuring the projects address all required environmental and cultural permitting and California Environmental Quality Act (CEQA) compliance. Provide needed forestry related support to districts statewide including site reconnaissance, forest sampling and tree marking and will work	

	with District staff to schedule timber operations and logistics. Performs prescribed burning preparation and operations.	
20%	GENERAL FORESTRY RELATED SUPPORT Assist district staff with other resource management assignments, relating to FIPP, the WFRP, or general natural resource needs where forestry support is needed. This includes but is not limited to inspecting potentially hazardous trees; reviewing boundary fuel modification requests and meeting with adjacent landowners; reviewing utility company requests for vegetation management and meeting with their technical staff, and providing guidance related to forestry and prescribed fire. The incumbent will be expected to respond as a Resource Advisor (READ) on wildland fire incidents on State Parks lands.	
15%	PROJECT TRACKING, REPORTING, DATA MANAGEMENT AND CONTRACT ADMINISTRATION Responsible for tracking, monitoring, and reporting on work activities specific to the FIPP program and WFRP. Data collection and management using accepted industry standards, technologies, and protocols to ensure that work activities will be consistent with other State Parks data collection efforts and will meet CRNA and legislatively mandated requirements. Supports other district staff in contract forestry related preparation and monitors operations for environmental and contract compliance including slash mitigation, repair of soil disturbance, damage to retained trees and prescribed fire plot preparation.	
MARGINAL FUNCTIONS:		
%	TASK/DUTIES	
5%	Other job-related duties as assigned and necessary for operational continuity. Attend staff meetings and trainings and prepare administrative paperwork to meet operational needs.	
TYPICAL WORKING CONDITIONS		
This position may require up to 20% travel. Must be capable of field work under all weather conditions. Work will include hiking over rugged and steep terrain. May work weekends, nights, holidays, and irregular hours.		
TELEWORK DESIGNATION		
This position is designated as: (Check one)		
☐ Telework Eligible – Office Centered ☐ Telework Eligible – Remote Centered ☒ Not Telework Eligible		
SPECIAL REQUIREMENTS:		
Possession of a valid class C driver's license is required.		
The statements contained in this job description reflect general details as necessary to describe the principal functions of this job. It should not be considered an all-inclusive listing of work requirements. The incumbent of this position may perform other duties (commensurate with the classification) as assigned, including work in other functional areas to cover during absences, to equalize peak work periods, or to otherwise balance the workload.		
SUPERVISOR STATEMENT:		
I CERTIFY THIS DUTY STATEMENT REPRESENTS AN ACCURATE DESCRIPTION OF THE ESSENTIAL FUNCTIONS OF THIS POSITION. I HAVE DISCUSSED THE DUTIES OF THIS POSITION WITH THE EMPLOYEE AND PROVIDED THE EMPLOYEE WITH A COPY OF THIS DUTY STATEMENT.		
SUPERVISOR NAME (PRINT OR TYPE)	SUPERVISOR SIGNATURE	DATE
EMPLOYEE STATEMENT:		
I CERTIFY I HAVE READ, UNDERSTAND, AND CAN PERFORM THE DUTIES OF THIS POSITION EITHER WITH OR WITHOUT REASONABLE ACCOMMODATION. I HAVE DISCUSSED THESE DUTIES WITH MY SUPERVISOR AND HAVE BEEN PROVIDED A COPY OF THIS DUTY STATEMENT.		
EMPLOYEE NAME (PRINT OR TYPE)	EMPLOYEE SIGNATURE	DATE